

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

700 North 10th Street, Room 258  
Sacramento, CA 95814  
(916) 341-4200  
(916) 341-4203 (FAX)  
(916) 327-6318 (TDD)



January 14, 2004

To: Department of Energy (DOE) Weatherization Assistance Program Providers

Re: Public Hearing on Draft 2004 DOE State Plan

Enclosed is a draft of the 2004 DOE State Plan for your review. This draft plan reflects the tentative funding level and the incorporation of proposed DOE regulations, which are expected to be promulgated this program year. Once a final appropriation has been determined for the 2004 DOE PY, the department will amend the 2004 DOE State Plan to reflect the final appropriation figure.

A public hearing to receive comments regarding the Draft 2004 DOE State Plan will be conducted at 10:00 a.m. on Monday, January 26, 2004, at 700 North 10<sup>th</sup> Street, Bado Conference Room, Sacramento, California. The Department of Community Services and Development will accept written comments regarding the Draft 2004 DOE State Plan through 5:00 p.m. on January 23, 2004.

If you have any questions regarding the State Plan, please call Leslie Campanella, Program Analyst, at (916) 341-4376 or [lcampanella@csd.ca.gov](mailto:lcampanella@csd.ca.gov).

Sincerely,

Original Signed

Jason Wimbley  
Program Manager

Enclosure

State of California  
Department of Community Services and Development

Weatherization Assistance Program  
for Low-Income Persons

DRAFT



2004 State Plan and Application  
to the  
U.S. Department of Energy

Arnold Schwarzenegger  
Governor  
State of California

Kim Belshé  
Secretary  
California Health and  
Human Services Agency

Timothy Dayonot  
Director  
Department of Community  
Services and Development

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# APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<b>2. DATE SUBMITTED</b>	Applicant Identifier	
<input type="checkbox"/> Construction	Pre-application	<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier	
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction			
<b>5. APPLICANT INFORMATION</b>				
Legal Name:		<b>Organizational Unit:</b>		
		Department:		
Organizational DUNS:		Division:		
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>		
Street:		Prefix:	First Name:	
City:		Middle Name		
County:		Last Name		
State:	Zip Code	Suffix:		
Country:		Email:		
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> □□-□□□□□□□□		Phone Number (give area code)		Fax Number (give area code)
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify)		<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types)  Other (specify)		
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b>  TITLE (Name of Program): □□-□□□□		<b>9. NAME OF FEDERAL AGENCY:</b>		
<b>12. AREAS AFFECTED BY PROJECT</b> (Cities, Counties, States, etc.):		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>		
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>		
Start Date:	Ending Date:	a. Applicant	b. Project	
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>		
a. Federal	\$ . <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$ . <sup>00</sup>	DATE:		
c. State	\$ . <sup>00</sup>	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
d. Local	\$ . <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$ . <sup>00</sup>	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>		
f. Program Income	\$ . <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No		
g. TOTAL	\$ . <sup>00</sup>			
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>				
<b>a. Authorized Representative</b>				
Prefix	First Name	Middle Name		
Last Name		Suffix		
b. Title		c. Telephone Number (give area code)		
d. Signature of Authorized Representative		e. Date Signed		

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div>	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: <ul style="list-style-type: none"> <li>"New" means a new assistance award.</li> <li>"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.</li> <li>"Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter:  <div style="display: flex; justify-content: space-between;"> A. Increase Award C. Increase Duration </div> </li> </ul>	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

**Federal Assistance Budget Information****OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. R	2. Program/Project Title Weatherization Assistance Program for Low Income Persons
3. Name and Address State of California Department of Community Services and Development 700 North 10 <sup>th</sup> Street, Room 258 Sacramento CA 95814	4. Program/Project Start Date April 1, 2004
	5. Completion Date March 31, 2005

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
DOE WAP	81.042	\$	\$	\$ 6,332,693	\$	\$ 6,332,693
Carryover	81.042	71,405				71,405
6. TOTALS		\$	\$	\$	\$	\$ 6,404,098

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	Grant Program, Function or Activity				Total * (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T&TA	(4) Subgrantee T&TA	
a. Personnel	\$ 170,370	\$	\$ 184,816	\$	\$ 355,186
b. Fringe Benefits	59,442		64,482		123,924
c. Travel	8,800		16,500		25,300
d. Equipment					
e. Supplies	2,000				2,000
f. Contractual		316,635		157,915	5,698,067
g. Construction					
h. Other			41,129		41,129
i. Total Direct Charges	240,612	316,635	306,927	157,915	6,245,606
j. Indirect Charges	76,023		82,469		158,492
k. TOTALS	\$ 316,635	\$ 316,635	\$ 389,396	\$ 157,915	\$ 6,404,098
7. Program Income	\$	\$	\$	\$	\$

## Part I. Annual File

\* Totals include this and the following two pages.

DOE F 4600.4

(04-94)

Replaces EIA-459C

All Other Editions Are Obsolete

U.S. Department of Energy

OMB Control No.

1910-0400

**Federal Assistance Budget Information****OMB Burden Disclosure Statement**

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1. Program/Project Identification No.	2. Program/Project Title Weatherization Assistance Program for Low Income Persons
3. Name and Address State of California Department of Community Services and Development 700 North 10 <sup>th</sup> Street, Room 258 Sacramento CA 95814	4. Program/Project Start Date April 1, 2004
	5. Completion Date March 31, 2005

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
		\$	\$	\$	\$	\$
6. TOTALS		\$	\$	\$	\$	\$

**SECTION B - BUDGET CATEGORIES**

Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Program Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	3,713,978	1,332,739		124,600	
g. Construction					
h. Other					
i. Total Direct Charges	3,713,978	1,332,739		124,600	
j. Indirect Charges					
k. TOTALS	\$ 3,713,978	\$ 1,332,739	\$	\$ 124,600	\$

7. Program Income	\$	\$	\$	\$	\$
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## Federal Assistance Budget Information

### OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No.	2. Program/Project Title Weatherization Assistance Program for Low Income Persons
3. Name and Address State of California Department of Community Services and Development 700 North 10 <sup>th</sup> Street, Room 258 Sacramento CA 95814	4. Program/Project Start Date April 1, 2004
	5. Completion Date March 31, 2005

### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
		\$	\$	\$	\$	\$
6. TOTALS		\$	\$	\$	\$	\$

### SECTION B - BUDGET CATEGORIES

Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) Leveraging	(2) Financial Audit	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual		52,200			
g. Construction					
h. Other					
i. Total Direct Charges		52,200			
j. Indirect Charges					
k. TOTALS	\$	\$ 52,200	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

## FEDERAL ASSISTANCE BUDGET INFORMATION

## INSTRUCTIONS

- Item 1 - Enter the Federal grant or agreement identification number for the current year as it appears in the official award, if known.
- Item 2 - Enter the Program/Project official title as it appears in the award.
- Item 3 - Enter name and address of the agency or office responsible for coordination and administration of the Program/Project.
- Item 4 - Enter the official start date.
- Item 5 - Enter the official completion date as of the latest official modification.

**Section A. Budget Summary**

Lines 1-4, Columns (a) and (b).

For application pertaining to a single Federal assistance program (Federal Domestic Assistance Catalog number) and are requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g).

For new applications, leave Columns (c) and (d) blank. For each line energy in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project.

For continuing assistance program applications, submit these forms before the end of each funding year if required by Program Manager. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the funding period only if the award instructions provide for this. Otherwise, leave these columns blank. Enter in Columns (e) and (f) the amount of funds needed for the upcoming

period. The amount(s) in Column (g) should be the sum of the amounts in Columns (e) and (f).

For supplemental awards and changes to existing awards, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of the amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

**Section B. Budget Categories**

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets were prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

- Item 6a-h Show the estimated amount for each direct cost budget (object class) category for each column with program, function or activity heading.
- Item 6i - Show the totals of Lines 6a to 6h in each column.
- Item 6j - Show the amount of indirect cost.
- Item 6k - Enter the total of amounts on Line 6i and 6j. For all applications for new and continuation awards, the total amount in Column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental awards and changes to awards, the total amount of the increase or decrease as shown in Columns (1) - (4), Line 6k, should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. When additional sheets were prepared, the last two sentences apply only to the first page with summary totals.
- Item 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Program Manager in determining the total amount of the award.

GO-PF20a  
(10/01)U.S. DEPARTMENT OF ENERGY  
GOLDEN FIELD OFFICE**BUDGET EXPLANATION FOR FORMULA GRANTS**

Provide detailed information to support each Cost Category using this form. Cost breakdown estimates may be entered on this form or attach a breakdown of costs using your own format as Attachment A.

1. **PERSONNEL** – Prime Applicant only (all other participant costs must be listed on 6. below and form DOE F 4600.4, Section B. Line 6.f. Contracts and Sub Grants.

- a. Identify, by title, each position to be supported under the proposed award.

Staff Services Manager II (2) (portions)  
 Staff Services Manager I (4) (portions)  
 Program Analysts (5) (portions)  
 Field Representatives (12) (portions)

- b. Briefly specify the duties of professionals to be compensated under this project.

The Programs Division administers the DOE WAP, in addition to, LIHEAP and other programs. Staff within this Division is not assigned to a specific program but performs functions on a number of programs. Salaries and benefits for positions within the Division are charged to each program through input received monthly from each staff person's time report. Staff charges actual hours worked to the DOE WAP and other programs by using a set of codes structured to allocate time spent in the ongoing operations of the programs. Based on current projected year activity, salaries for FY 2004 DOE WAP grantee administration are budgeted at \$170,370 plus \$59,442 in fringe benefits, and for training and technical assistance at \$184,816 plus \$64,482 in fringe benefits.

Staff Services Management provides managerial activities and administers departmental policies and programs. The Program Analysts provide technical and analytical support for the department's energy conservation programs. CSD's Field Representatives perform day-to-day program administration, review of fiscal and program data reports, annual monitoring activities, and program analysis.

2. **FRINGE BENEFITS** –

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate

agreement.

No.

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

Payroll Taxes	7.56%
Workers Compensation	2.89%
Health, Dental, and Vision Insurances	6.50%
Retirement	14.46%
Other	3.48%
Total Fringe Benefit Rate	34.89%

Administration	\$170,370 @ 34.89%	\$ 59,442
Training & Technical Assistance	\$184,816 @ 34.89%	\$ 64,482
Total Fringe Benefits		\$123,924

3. **TRAVEL** - Identify total Foreign and Domestic Travel as separate items.

- a. Indicate the purpose(s) of proposed travel.

The Staff Services Manager and Program Analyst will attend the DOE State Managers Meeting, DOE National Weatherization Training Conference planning committee meeting (if selected), and two Peer Exchange meetings with Energy OutWest. Ten staff persons are budgeted to attend the DOE Regional Weatherization Training Conference being held locally.

Any new Field Representatives and Program Analysts will attend weatherization training at the PG&E Energy Training Center in Stockton or other approved training facility.

Field Representatives are scheduled throughout the program year to visit Subgrantees for monitoring purposes. See Monitoring Activities (page 38) for the tentative schedule.

- b. Specify the basis for computation of travel expenses (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.).

Computation of travel expenses is based upon past trips of similar nature. Travel and per diem are budgeted in accordance with guidelines of the State Department of Personnel Administration. The current rates are:

Lodging	up to	\$150.00
Breakfast	up to	\$ 6.00
Lunch	up to	\$ 10.00
Dinner	up to	\$ 18.00
Incidentals	up to	\$ 6.00
Transportation	up to	Based upon past experience

4. **EQUIPMENT** – as defined in 10 CFR 600.202. Definitions can be found at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the equipment cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

No equipment purchases are planned.

- b. Briefly justify the need for items of equipment to be purchased.

Not applicable.

5. **MATERIALS AND SUPPLIES** – as defined in 10 CFR 600.202. Definitions at [http://www.access.gpo.gov/nara/cfr/waisidx\\_00/10cfr600\\_00.html](http://www.access.gpo.gov/nara/cfr/waisidx_00/10cfr600_00.html).

- a. Provide the basis for the materials and supplies cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Costs are based on prior purchases of similar or like items. The estimated total cost for office supplies is \$2,000.

- b. Briefly justify the need for items of material to be purchased.

Office supplies are necessary to administer the DOE WAP including such office functions as copying documents, responding to surveys, printing reports, and mailing correspondence to the clients and Subgrantees, etc.

6. **CONTRACTS AND SUBGRANTS** – All other participant costs including subcontractor, sub-grants, and consultants.

Provide the information below for new proposed sub recipients and subcontractors. For ongoing subcontractors and sub recipients, if this information is provided elsewhere in the application, it does not have to be restated here, but please indicate the document and page numbers where it can be found.

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
-----------------------------	-------------------	-----------------------

The Subgrantee Information (page 12) lists the Subgrantees and their funding levels. Funding levels are determined by State formula. The formula which is applied to all CSD weatherization programs was updated during the past program year.

\* For example—Competitive, Historical, Quote, Catalog

**7. OTHER DIRECT COSTS** - Include all direct costs not included in above categories.

- a. Provide the basis for the cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.).

Costs are based upon vendor quotes and historical data. The fees for Basic Weatherization and Blower Door/CAS classes range from \$217 to \$479 per person depending on the number of attendees. Fees for training conferences are budgeted at an average of \$300 per person. Funds have also been allocated for trainers, facilities and other incidental costs for other technical support and for a portion of the printing costs for the CSD Weatherization Installation Standards (WIS) manual annual updates.

- b. Briefly justify the need for items to be purchased.

Due to turnover and changing technology, CSD staff must attend weatherization training and conferences to keep informed of current energy policies and technology in order to maintain the ability to implement the program effectively. Other training and technical support provided by CSD will also be charged to this category. Additionally, at least once a year, CSD WIS manuals are updated to reflect any changes to the installation of measures and policies.

**8. INDIRECT COSTS** -

- a. Are the indirect cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and include a copy of the rate agreement.

No.

- b. If a above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations as an attachment.

Administration (Direct Costs)	\$229,812 @ 33.081%	\$ 76,023
-------------------------------	---------------------	-----------

T&TA (Direct Costs)	\$249,298 @ 33.081%	\$ 82,469
Total Indirect Costs		\$158,492

The indirect charges are comprised of a prorated share of rent, utilities and other general overhead expenditures.

## **Subgrantee Information**

Due to the passage of the Omnibus Appropriations Bill, the exact level of funding is uncertain. Allocations have been calculated based upon the tentative funding levels issued by the DOE Weatherization Program Notice 04-2, dated November 10, 2003.

Any additional funding or adjustments will be allocated consistent with the State formulation. A sub-committee consisting of a representative group of Subgrantees and CSD staff was established to review the State distribution funding formula and incorporate updated census and climate information and other pertinent factors. Effective Program Year 2004, the updated formula has been applied to all weatherization programs administered by CSD.



## Subgrantee Information

<b>Subgrantee</b>	Amador-Tuolumne Community Action Agency (ATCAA)		
<b>Address</b>	935 South State Highway 49		
<b>City</b>	Jackson CA 95642		
<b>Executive Director</b>	Shelly Hance		
<b>Phone</b>	(209) 223-1485	<b>Ext.</b>	<b>Fax</b> (209) 223-4178
<b>Email</b>	shance@atcaa.org		
<b>Program</b>	Peter Grahmbeek		
<b>Phone</b>	(209) 223-1485	<b>Ext.</b>	<b>Fax</b> (209) 223-4178
<b>Email</b>	pgrahmbeek@atcaa.org		
<b>Funds (tentative)</b>	\$39,411	<b>Units (tentative)</b>	24
<b>Service Area</b>	Amador, Calaveras, and Tuolumne Counties		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	03 19		

<b>Subgrantee</b>	California Human Development Corporation		
<b>Address</b>	3315 Airway Drive		
<b>City</b>	Santa Rosa CA 95403		
<b>Corporate President</b>	George Ortiz		
<b>Phone</b>	(707) 523-1155	<b>Ext.</b>	<b>Fax</b> (707) 523-3776
<b>Email</b>	george.ortiz@chdcorp.org		
<b>Program</b>	Chris Paige		
<b>Phone</b>	(707) 523-1155	<b>Ext.</b>	<b>Fax</b> (707) 523-3776
<b>Email</b>	chris.paige@chdccorp.org		
<b>Funds (tentative)</b>	\$112,524	<b>Units (tentative)</b>	70
<b>Service Area</b>	Marin, Napa and Sonoma Counties		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	01 06		

## Subgrantee Information

<b>Subgrantee</b>	Campesinos Unidos, Inc.		
<b>Address</b>	P.O. Box 39		
<b>City</b>	Brawley CA 92227		
<b>Associate Director</b>	Jose Lopez		
<b>Phone</b>	(760) 344-4500	<b>Ext.</b>	<b>Fax</b> (760) 344-0322
<b>Email</b>	josem@cuibrawley.com		
<b>Program</b>	Toni Carrillo		
<b>Phone</b>	(760) 351-4500	<b>Ext.</b>	<b>Fax</b> (760) 344-0322
<b>Email</b>	tonic@cuibrawley.com		
<b>Funds (tentative)</b>	\$221,982	<b>Units (tentative)</b>	137
<b>Service Area</b>	Imperial and San Diego Counties, Energy Area A		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	49 50 51 52 53		

<b>Subgrantee</b>	Central Coast Energy Services, Inc.		
<b>Address</b>	PO Box 2707		
<b>City</b>	Watsonville CA 95076		
<b>Executive Director</b>	Dennis Osmer		
<b>Phone</b>	(831) 761-7081	<b>Ext.</b>	<b>Fax</b> (831) 761-1747
<b>Email</b>	dennis@energyservices.org		
<b>Program</b>	John Farrow		
<b>Phone</b>	(831) 761-7081	<b>Ext.</b>	<b>Fax</b> (831) 761-1747
<b>Email</b>	john@energyservices.org		
<b>Funds (tentative)</b>	\$150,903	<b>Units (tentative)</b>	93
<b>Service Area</b>	Monterey and Santa Cruz Counties		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	14 17		

## Subgrantee Information

<b>Subgrantee</b>	Central Valley Opportunity Center, Inc. (CVOC)		
<b>Address</b>	P.O. Box 1389		
<b>City</b>	Winton CA 95388		
<b>Executive Director</b>	Ernie Flores		
<b>Phone</b>	(209) 357-0062	<b>Ext.</b>	<b>Fax</b> (209) 357-0071
<b>Email</b>	eflores@cvoc.org		
<b>Program</b>	Jean Warren		
<b>Phone</b>	(209) 357-0062	<b>Ext.</b> 133	<b>Fax</b> (209) 357-0071
<b>Email</b>	jwarren@cvoc.org		
<b>Funds (tentative)</b>	\$103,220	<b>Units (tentative)</b>	64
<b>Service Area</b>	Stanislaus County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	18 19		

<b>Subgrantee</b>	City of Berkeley		
<b>Address</b>	2180 Milvia Street, Second Floor		
<b>City</b>	Berkeley CA 94704		
<b>Energy Prog. Officer</b>	Neil DeSnoo		
<b>Phone</b>	(510) 987-5434	<b>Ext.</b>	<b>Fax</b> (510) 981-5450
<b>Email</b>	ndesnoo@ci.berkeley.ca.us		
<b>Program</b>	Dwight Nathaniel		
<b>Phone</b>	(510) 644-8544	<b>Ext.</b> 5	<b>Fax</b> (510) 644-8618
<b>Email</b>	dnathaniel@ci.berkeley.ca.us		
<b>Funds (tentative)</b>	\$23,893	<b>Units (tentative)</b>	15
<b>Service Area</b>	Alameda County serving Albany, Berkeley, and Emeryville		
<b>Organization</b>	City government		
<b>Congressional Districts</b>	09 10		

## Subgrantee Information

<b>Subgrantee</b>	Colusa-Glenn-Trinity Community Action Agency		
<b>Address</b>	420 East Laurel Street		
<b>City</b>	Willows CA 95988		
<b>Executive Director</b>	Kim Gagghagen		
<b>Phone</b>	(530) 934-6510	<b>Ext.</b>	<b>Fax</b> (530) 934-6521
<b>Email</b>	kgagghagen@ncen.org		
<b>Program</b>	Karen Hansen		
<b>Phone</b>	(530) 934-6510	<b>Ext.</b>	<b>Fax</b> (530) 934-6521
<b>Email</b>	khansen@hra.co.glenn.ca.us		
<b>Funds (tentative)</b>	\$26,467	<b>Units (tentative)</b>	16
<b>Service Area</b>	Colusa, Glenn and Trinity Counties		
<b>Organization</b>	Local action agency/County government		
<b>Congressional Districts</b>	02		

<b>Subgrantee</b>	Community Action Agency of Butte Co., Inc.		
<b>Address</b>	2255 Del Oro Avenue		
<b>City</b>	Oroville CA 95965		
<b>Executive Director</b>	Thomas Tenorio		
<b>Phone</b>	(530) 538-7559	<b>Ext.</b>	<b>Fax</b> (530) 533-7470
<b>Email</b>	ttenorio@buttecaa.com		
<b>Program</b>	Rae Rush		
<b>Phone</b>	(530) 538-7534	<b>Ext.</b> 203	<b>Fax</b> (530) 538-7214
<b>Email</b>	rrush@buttecaa.com		
<b>Funds (tentative)</b>	\$63,671	<b>Units (tentative)</b>	39
<b>Service Area</b>	Butte County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	02 04		

## Subgrantee Information

<b>Subgrantee</b>	Community Action Agency of San Mateo County, Inc.		
<b>Address</b>	930 Brittan Avenue		
<b>City</b>	San Carlos CA 94070		
<b>Executive Director</b>	William Parker		
<b>Phone</b>	(650) 595-1342	<b>Ext.</b>	<b>Fax</b> (650) 595-5376
<b>Email</b>	wparker@baprc.com		
<b>Program</b>	Diane Shakoor		
<b>Phone</b>	(650) 595-1342	<b>Ext.</b>	<b>Fax</b> (650) 595-5376
<b>Email</b>	dshakoor@caasm.org		
<b>Funds (tentative)</b>	\$76,084	<b>Units (tentative)</b>	47
<b>Service Area</b>	San Mateo County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	12 14		

<b>Subgrantee</b>	Community Action Commission of Santa Barbara County		
<b>Address</b>	5681 Hollister Avenue		
<b>City</b>	Goleta CA 93117		
<b>Executive Director</b>	Rita Madden		
<b>Phone</b>	(805) 964-8857	<b>Ext.</b>	<b>Fax</b> (805) 683-5872
<b>Email</b>	rmadden@cacsb.com		
<b>Program</b>	Marie Hayes		
<b>Phone</b>	(805) 964-8857	<b>Ext.</b> 149	<b>Fax</b> (805) 964-6798
<b>Email</b>	mhayes@cacsb.com		
<b>Funds (tentative)</b>	\$80,591	<b>Units (tentative)</b>	50
<b>Service Area</b>	Santa Barbara County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	23 24		

## Subgrantee Information

<b>Subgrantee</b>	Community Action Partnership of Kern Co.		
<b>Address</b>	300 19th Street		
<b>City</b>	Bakersfield CA 93301-4502		
<b>Executive Director</b>	Fred Drew		
<b>Phone</b>	(661) 336-5236	<b>Ext.</b>	<b>Fax</b> (661) 322-2237
<b>Email</b>	fdrew@capk.org		
<b>Program</b>	Loretta Andrews		
<b>Phone</b>	(661) 323-7380	<b>Ext.</b>	<b>Fax</b> (661) 336-5263
<b>Email</b>	landrew@capk.org		
<b>Funds (tentative)</b>	\$190,844	<b>Units (tentative)</b>	118
<b>Service Area</b>	Kern County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	20 22		

<b>Subgrantee</b>	Community Action Partnership of Orange County		
<b>Address</b>	5015-Z West Edinger Avenue		
<b>City</b>	Santa Ana CA 92704		
<b>Director</b>	Kathy Kifaya		
<b>Phone</b>	(714) 839-0595	<b>Ext.</b> 5001	<b>Fax</b> (714) 839-2817
<b>Email</b>	kkifaya@capoc.org		
<b>Program</b>	Tom Spangler		
<b>Phone</b>	(714) 897-6670	<b>Ext.</b> 3406	<b>Fax</b> (714) 894-5404
<b>Email</b>	tspangler@capoc.org		
<b>Funds (tentative)</b>	\$251,265	<b>Units (tentative)</b>	155
<b>Service Area</b>	Orange County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	40 42 44 46 47 48		

## Subgrantee Information

**Subgrantee** Community Action Partnership of San Bernardino County  
**Address** 686 East Mill Street  
**City** San Bernardino CA 92415-0610  
**Executive Director** Patricia Nickols  
**Phone** (909) 891-3952 **Ext.** **Fax** (909) 891-3944  
**Email** pnickols@csd.co.san-bernardino.ca.us  
**Program** Bill Warren  
**Phone** (909) 891-9157 **Ext.** **Fax** (909) 891-3944  
**Email** bwarren@csd.co.san-bernardino.ca.us  
**Funds (tentative)** \$285,704 **Units (tentative)** 177  
**Service Area** San Bernardino County  
**Organization** Local action agency/County government  
**Congressional Districts** 25 26 41 42 43

**Subgrantee** Community Enhancement Services (CES)  
**Address** 1335 North La Brea, Suite #3  
**City** Hollywood CA 90028  
**Executive Director** Zigmund Vays  
**Phone** (323) 850-4676 **Ext.** **Fax** (323) 850-4670  
**Email** cesmnca@aol.com  
**Program** Gennadiy Lukyanchuk  
**Phone** (323) 850-4676 **Ext.** **Fax** (323) 850-4670  
**Email** cesmnca@aol.com  
**Funds (tentative)** \$333,535 **Units (tentative)** 206  
**Service Area** Los Angeles County, Energy Area I  
**Organization** Nonprofit  
**Congressional Districts** 25 26 27 28 29 30 31 33 34 35 36

## Subgrantee Information

<b>Subgrantee</b>	Community Resource Project, Inc. (CRP)		
<b>Address</b>	250 Harris Avenue, Suite 6		
<b>City</b>	Sacramento CA 95838		
<b>Executive Director</b>	Louise Perez		
<b>Phone</b>	(916) 567-5220	<b>Ext.</b>	<b>Fax</b> (916) 567-5208
<b>Email</b>	lperez@cresource.org		
<b>Program</b>	Eric Esquivel		
<b>Phone</b>	(916) 567-5220	<b>Ext.</b>	<b>Fax</b> (916) 567-5208
<b>Email</b>	jgraham@cresource.org		
<b>Funds (tentative)</b>	\$347,154	<b>Units (tentative)</b>	214
<b>Service Area</b>	Sacramento, Sutter and Yuba Counties		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	02 03 04 05 10		

<b>Subgrantee</b>	Community Services & Employment Training, Inc. (CSET)		
<b>Address</b>	PO Box 1350		
<b>City</b>	Visalia CA 93279		
<b>Executive Director</b>	Carolyn Rose		
<b>Phone</b>	(559) 732-4194	<b>Ext.</b>	<b>Fax</b> (559) 733-3971
<b>Email</b>	crose@cset.org		
<b>Program</b>	Danny Santos		
<b>Phone</b>	(559) 732-4194	<b>Ext.</b>	<b>Fax</b> (559) 733-3971
<b>Email</b>	dsantos@cset.org		
<b>Funds (tentative)</b>	\$148,500	<b>Units (tentative)</b>	92
<b>Service Area</b>	Tulare County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	21		



## Subgrantee Information

<b>Subgrantee</b>	Contra Costa County Community Services Department		
<b>Address</b>	2520 Stanwell Drive, Suite 200		
<b>City</b>	Concord CA 94520		
<b>Executive Director</b>	Tony Colon		
<b>Phone</b>	(925) 646-5910	<b>Ext.</b>	<b>Fax</b> (925) 646-5904
<b>Email</b>	tcolon@ccccsd.org		
<b>Program</b>	Michael Angelo Silva		
<b>Phone</b>	(925) 335-1144	<b>Ext.</b>	<b>Fax</b> (925) 646-4450
<b>Email</b>	msilv@bi.cccounty.us		
<b>Funds (tentative)</b>	\$124,137	<b>Units (tentative)</b>	77
<b>Service Area</b>	Contra Costa County		
<b>Organization</b>	Public agency		
<b>Congressional Districts</b>	07 10 11		

<b>Subgrantee</b>	County of Riverside, Department of Community Action		
<b>Address</b>	2038 Iowa Avenue, Suite B-102		
<b>City</b>	Riverside CA 92507		
<b>Director</b>	Lois J. Carson		
<b>Phone</b>	(909) 955-4900	<b>Ext.</b>	<b>Fax</b> (909) 955-6506
<b>Email</b>	lcarson@riversidedpss.org		
<b>Program</b>	Godwin Aimua		
<b>Phone</b>	(909) 955-4900	<b>Ext.</b>	<b>Fax</b> (909) 955-6506
<b>Email</b>	gaimua@riversidedpss.org		
<b>Funds (tentative)</b>	\$215,626	<b>Units (tentative)</b>	133
<b>Service Area</b>	Riverside County		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	41 44 45 49		

## Subgrantee Information

<b>Subgrantee</b>	Del Norte Senior Center		
<b>Address</b>	1765 Northcrest Drive		
<b>City</b>	Crescent City CA 95531		
<b>Executive Director</b>	Cindy Brande		
<b>Phone</b>	(707) 464-3069	<b>Ext.</b>	<b>Fax</b> (707) 464-5096
<b>Email</b>	executivedirector@charter.net		
<b>Program</b>	Eileen Silvey		
<b>Phone</b>	(707) 464-9013	<b>Ext.</b>	<b>Fax</b> (707) 464-5096
<b>Email</b>	energymanager@charter.net		
<b>Funds (tentative)</b>	\$17,459	<b>Units (tentative)</b>	11
<b>Service Area</b>	Del Norte County		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	01		

<b>Subgrantee</b>	Economic & Social Opportunities, Inc. (ESO)		
<b>Address</b>	P.O. Box 610968		
<b>City</b>	San Jose CA 95161-0968		
<b>President/CEO</b>	Tommy Fulcher		
<b>Phone</b>	(408) 971-0888	<b>Ext.</b>	<b>Fax</b> (408) 286-9109
<b>Email</b>	ptatsuta@esoi.org		
<b>Program</b>	Paul Tatsuta		
<b>Phone</b>	(408) 971-0888	<b>Ext.</b> 218	<b>Fax</b> (408) 286-9109
<b>Email</b>	ptatsuta@esoi.org		
<b>Funds (tentative)</b>	\$160,419	<b>Units (tentative)</b>	99
<b>Service Area</b>	Santa Clara County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	11 14 15 16		

## Subgrantee Information

<b>Subgrantee</b>	Economic Opportunity Commission of San Luis Obispo County		
<b>Address</b>	1030 Southwood Drive		
<b>City</b>	San Luis Obispo CA 93401		
<b>Chief Executive</b>	Elizabeth Steinberg		
<b>Phone</b>	(805) 544-4355	<b>Ext.</b>	<b>Fax</b> (805) 549-8388
<b>Email</b>	esteinberg@eocslo.org		
<b>Program</b>	Jim McNamara		
<b>Phone</b>	(805) 541-4155	<b>Ext.</b> 11	<b>Fax</b> (805) 541-4188
<b>Email</b>	jmcnamara@eocslo.org		
<b>Funds (tentative)</b>	\$42,563	<b>Units (tentative)</b>	26
<b>Service Area</b>	San Luis Obispo County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	22 23		

<b>Subgrantee</b>	Economic Opportunity Council of San Francisco		
<b>Address</b>	1426 Fillmore Street, Suite 301		
<b>City</b>	San Francisco CA 94115		
<b>Executive Director</b>	Nathaniel Mason		
<b>Phone</b>	(415) 749-5600	<b>Ext.</b>	<b>Fax</b> (415) 749-3956
<b>Email</b>	nmason@pacbell.net		
<b>Program</b>	Bryan Hong		
<b>Phone</b>	(415) 749-5933	<b>Ext.</b>	<b>Fax</b> (415) 749-3956
<b>Email</b>	bhong@pacbell.net		
<b>Funds (tentative)</b>	\$168,810	<b>Units (tentative)</b>	104
<b>Service Area</b>	San Francisco County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	08 12		

## Subgrantee Information

<b>Subgrantee</b>	El Dorado County Department of Community Services		
<b>Address</b>	937 Spring Street		
<b>City</b>	Placerville CA 95667		
<b>Executive Director</b>	John Litwinovich		
<b>Phone</b>	(530) 621-6153	<b>Ext.</b>	<b>Fax</b> (530) 642-9233
<b>Email</b>	litwinovich@co.el-dorado.ca.us		
<b>Program</b>	Joyce Aldrich		
<b>Phone</b>	(530) 621-6167	<b>Ext.</b>	<b>Fax</b> (530) 642-9233
<b>Email</b>	jaldrich@co.el-dorado.ca.us		
<b>Funds (tentative)</b>	\$56,597	<b>Units (tentative)</b>	35
<b>Service Area</b>	Alpine and El Dorado Counties		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	03 04		

<b>Subgrantee</b>	Fresno County Economic Opportunities Commission		
<b>Address</b>	1920 Mariposa Mall, Suite 300		
<b>City</b>	Fresno CA 93721		
<b>Asst. Executive</b>	George Egawa		
<b>Phone</b>	(559) 263-1030	<b>Ext.</b>	<b>Fax</b> (559) 263-1077
<b>Email</b>	george.egawa@fresnoeoc.org		
<b>Program</b>	Dennis Bachelor		
<b>Phone</b>	(559) 263-1041	<b>Ext.</b>	<b>Fax</b> (559) 263-1286
<b>Email</b>	dennis.bachelor@fresnoeoc.org		
<b>Funds (tentative)</b>	\$270,152	<b>Units (tentative)</b>	167
<b>Service Area</b>	Fresno County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	18 19 20 21		

## Subgrantee Information

<b>Subgrantee</b>	Great Northern Corporation		
<b>Address</b>	P.O. Box 20		
<b>City</b>	Weed CA 96094		
<b>Executive Director</b>	Paul Wagner		
<b>Phone</b>	(530) 938-4115	<b>Ext.</b>	<b>Fax</b> (530) 938-1040
<b>Email</b>	pablocruise@snowcrest.net		
<b>Program</b>	Michael Flannery		
<b>Phone</b>	(530) 938-4115	<b>Ext.</b>	<b>Fax</b> (530) 938-4117
<b>Email</b>	energy@snowcrest.net		
<b>Funds (tentative)</b>	\$36,817	<b>Units (tentative)</b>	23
<b>Service Area</b>	Siskiyou County		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	02		

<b>Subgrantee</b>	Inyo Mono Advocates of Community Action, Inc. (IMACA)		
<b>Address</b>	P.O. Box 845		
<b>City</b>	Bishop CA 93515		
<b>Executive Director</b>	Daniel Steinhagen		
<b>Phone</b>	(760) 873-8557	<b>Ext.</b>	<b>Fax</b> (760) 873-8182
<b>Email</b>	imaca@qnet.com		
<b>Program</b>	Spike Jackson		
<b>Phone</b>	(760) 873-8557	<b>Ext.</b>	<b>Fax</b> (760) 873-8182
<b>Email</b>	imaca@qnet.com		
<b>Funds (tentative)</b>	\$15,724	<b>Units (tentative)</b>	10
<b>Service Area</b>	Inyo and Mono Counties		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	25		

## Subgrantee Information

<b>Subgrantee</b>	Kings Community Action Organization, Inc.		
<b>Address</b>	1222 West Lacey Boulevard Suite 201		
<b>City</b>	Hanford CA 93230-5998		
<b>Director</b>	David Droker		
<b>Phone</b>	(559) 582-4386	<b>Ext.</b>	<b>Fax</b> (559) 582-1536
<b>Email</b>	execdir@kcao.org		
<b>Program</b>	Saul Leal		
<b>Phone</b>	(559) 582-4386	<b>Ext.</b> 123	<b>Fax</b> (559) 582-1536
<b>Email</b>	sleal@kcao.org		
<b>Funds (tentative)</b>	\$37,780	<b>Units (tentative)</b>	23
<b>Service Area</b>	Kings County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	20		

<b>Subgrantee</b>	Maravilla Foundation		
<b>Address</b>	5729 East Union Pacific		
<b>City</b>	City of Commerce CA 90022		
<b>Director</b>	Alex Sotomayor		
<b>Phone</b>	(323) 869-4501	<b>Ext.</b>	<b>Fax</b> (323) 721-0356
<b>Email</b>	alexst@aol.com		
<b>Program</b>	Joshua Vargas		
<b>Phone</b>	(323) 869-4548	<b>Ext.</b>	<b>Fax</b> (323) 721-0356
<b>Email</b>	joshua@maravilla.org		
<b>Funds (tentative)</b>	\$302,878	<b>Units (tentative)</b>	187
<b>Service Area</b>	Los Angeles County, Energy Area II		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	22 25 26 27 28 29 31 32 33 34 36 38		

## **Subgrantee Information**

<b>Subgrantee</b>	Mariposa County Department of Human Services		
<b>Address</b>	P.O. Box 7		
<b>City</b>	Mariposa CA 95338		
<b>Director</b>	Cheryle Rutherford-Kelly, MSW		
<b>Phone</b>	(209) 966-3609	<b>Ext.</b>	<b>Fax</b> (209) 966-5048
<b>Email</b>	crk@yosemite.net		
<b>Program</b>	Janet Gass		
<b>Phone</b>	(209) 966-3609	<b>Ext.</b>	<b>Fax</b> (209) 966-3519
<b>Email</b>	mccap@mariposacounty.org		
<b>Funds (tentative)</b>	\$7,907	<b>Units (tentative)</b>	5
<b>Service Area</b>	Mariposa County		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	19		

<b>Subgrantee</b>	Merced County Community Action Agency		
<b>Address</b>	P.O. Box 2085		
<b>City</b>	Merced CA 95344-0085		
<b>Executive Director</b>	Harry Dull		
<b>Phone</b>	(209) 723-4565	<b>Ext.</b>	<b>Fax</b> (209) 725-8574
<b>Email</b>	dull@sbcglobal.net		
<b>Program</b>	Don Longton		
<b>Phone</b>	(209) 732-1232	<b>Ext.</b>	<b>Fax</b> (209) 732-1543
<b>Email</b>	donmccaa@bigvalley.net		
<b>Funds (tentative)</b>	\$102,787	<b>Units (tentative)</b>	64
<b>Service Area</b>	Madera and Merced Counties		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	18 19		

## Subgrantee Information

<b>Subgrantee</b>	Metropolitan Area Advisory Committee (MAAC)		
<b>Address</b>	22 West 35th Street, Suite 100		
<b>City</b>	National City CA 91950		
<b>President</b>	Roger Cazares		
<b>Phone</b>	(619) 426-3595	<b>Ext.</b>	<b>Fax</b> (619) 426-2173
<b>Email</b>	roger@pacbell.net		
<b>Program</b>	Patti Bailey		
<b>Phone</b>	(619) 409-7588	<b>Ext.</b>	<b>Fax</b> (619) 409-7585
<b>Email</b>	pbailey@maacproject.org		
<b>Funds (tentative)</b>	\$115,664	<b>Units (tentative)</b>	71
<b>Service Area</b>	San Diego County, Energy Area B		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	49 50 51 52 53		

<b>Subgrantee</b>	Nevada County of Department of Housing & Community Services		
<b>Address</b>	950 Maidu Avenue		
<b>City</b>	Nevada City CA 95959		
<b>Executive Director</b>	James Carney		
<b>Phone</b>	(530) 265-1388	<b>Ext.</b>	<b>Fax</b> (530) 265-9845
<b>Email</b>	housing@co.nevada.ca.us		
<b>Program</b>	Ray James		
<b>Phone</b>	(530) 265-1388	<b>Ext.</b>	<b>Fax</b> (530) 265-9845
<b>Email</b>	ray.james@co.nevada.ca.us		
<b>Funds (tentative)</b>	\$25,500	<b>Units (tentative)</b>	16
<b>Service Area</b>	Nevada County		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	04		



## Subgrantee Information

<b>Subgrantee</b>	North Coast Energy Services		
<b>Address</b>	P.O. Box 413		
<b>City</b>	Ukiah CA 95482-0413		
<b>Executive Director</b>	Linda McQueen		
<b>Phone</b>	(707) 463-0303	<b>Ext.</b>	<b>Fax</b> (707) 463-0637
<b>Email</b>	linda@pacific.net		
<b>Program</b>			
<b>Phone</b>		<b>Ext.</b>	<b>Fax</b>
<b>Email</b>			
<b>Funds (tentative)</b>	\$174,852	<b>Units (tentative)</b>	108
<b>Service Area</b>	Lake, Marin, Mendocino, Napa, Solano, Sonoma and Yolo Counties		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	01 02 03 07 10		

<b>Subgrantee</b>	Pacific Asian Consortium in Employment (PACE)		
<b>Address</b>	1055 Wilshire Boulevard, Suite 1475		
<b>City</b>	Los Angeles CA 90017		
<b>President &amp; CEO</b>	Kerry Doi		
<b>Phone</b>	(323) 353-3982	<b>Ext.</b>	<b>Fax</b> (323) 353-1227
<b>Email</b>	kdoi@pacela.org		
<b>Program</b>	Cynthia Llana		
<b>Phone</b>	(213) 989-3254	<b>Ext.</b>	<b>Fax</b> (213) 989-3232
<b>Email</b>	cllana@pacela.org		
<b>Funds (tentative)</b>	\$293,118	<b>Units (tentative)</b>	181
<b>Service Area</b>	Los Angeles County, Energy Area III		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	31 33 34 35 36 37 39 46		

## Subgrantee Information

<b>Subgrantee</b>	Plumas County Community Development Commission		
<b>Address</b>	P.O. Box 319		
<b>City</b>	Quincy CA 95971		
<b>Executive Director</b>	David Keller		
<b>Phone</b>	(530) 283-2466	<b>Ext.</b>	<b>Fax</b> (530) 283-2478
<b>Email</b>	dwk@plumascdc.org		
<b>Program</b>	David Mitchell		
<b>Phone</b>	(530) 283-2466	<b>Ext.</b> 17	<b>Fax</b> (530) 283-2478
<b>Email</b>	dmitchell@plumascdc.org		
<b>Funds (tentative)</b>	\$45,936	<b>Units (tentative)</b>	28
<b>Service Area</b>	Lassen, Modoc, Plumas and Sierra Counties		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	04		

<b>Subgrantee</b>	Project Go, Inc.		
<b>Address</b>	801 Vernon Street		
<b>City</b>	Roseville CA 95678-3149		
<b>Executive Director</b>	Lynda Timbers		
<b>Phone</b>	(916) 782-3443	<b>Ext.</b>	<b>Fax</b> (916) 782-1517
<b>Email</b>	projectgo@surewest.net		
<b>Program</b>	Jennifer Durbin		
<b>Phone</b>	(916) 782-3443	<b>Ext.</b>	<b>Fax</b> (916) 782-1517
<b>Email</b>	projectgo@surewest.net		
<b>Funds (tentative)</b>	\$50,897	<b>Units (tentative)</b>	31
<b>Service Area</b>	Placer County		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	04		

## Subgrantee Information

<b>Subgrantee</b>	Redwood Community Action Agency		
<b>Address</b>	904 G Street		
<b>City</b>	Eureka CA 95501		
<b>Executive Director</b>	Lloyd Throne		
<b>Phone</b>	(707) 269-2005	<b>Ext.</b>	<b>Fax</b> (707) 445-0884
<b>Email</b>	lloyd@rcaa.org		
<b>Program</b>	Val Martinez		
<b>Phone</b>	(707) 444-3831	<b>Ext.</b> 206	<b>Fax</b> (707) 444-3662
<b>Email</b>	ecenter1@pacbell.net		
<b>Funds (tentative)</b>	\$60,186	<b>Units (tentative)</b>	37
<b>Service Area</b>	Humboldt County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	01		

<b>Subgrantee</b>	San Benito Co. Dept. of Community Serv. & Workforce Dev.		
<b>Address</b>	1131 San Felipe Boulevard		
<b>City</b>	Hollister CA 95023		
<b>Executive Director</b>	Kathryn Flores		
<b>Phone</b>	(831) 637-9293	<b>Ext.</b>	<b>Fax</b> (831) 637-0996
<b>Email</b>	kflores@hollinet.com		
<b>Program</b>	Maria FehI		
<b>Phone</b>	(831) 637-9293	<b>Ext.</b>	<b>Fax</b> (831) 637-0996
<b>Email</b>	mfehl@hollinet.com		
<b>Funds (tentative)</b>	\$7,840	<b>Units (tentative)</b>	5
<b>Service Area</b>	San Benito County		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	17		

## Subgrantee Information

<b>Subgrantee</b>	San Joaquin Co. Dept. of Aging, Children's & Community Serv.		
<b>Address</b>	P.O. Box 201056		
<b>City</b>	Stockton CA 95201		
<b>Deputy Director</b>	Joseph Chelli		
<b>Phone</b>	(209) 468-1650	<b>Ext.</b>	<b>Fax</b> (209) 468-2207
<b>Email</b>	jchelli@co.san-joaquin.ca.us		
<b>Program</b>	Howard Estlin		
<b>Phone</b>	(209) 468-0439	<b>Ext.</b>	<b>Fax</b> (209) 468-8069
<b>Email</b>	sjcwx@sbcglobal.net		
<b>Funds (tentative)</b>	\$154,189	<b>Units (tentative)</b>	95
<b>Service Area</b>	San Joaquin County		
<b>Organization</b>	County government		
<b>Congressional Districts</b>	11 18		

<b>Subgrantee</b>	Self-Help Home Improvement Project, Inc. (SHHIP)		
<b>Address</b>	3777 Meadow View Drive, Unit 100		
<b>City</b>	Redding CA 96002		
<b>Executive Director</b>	Keith Griffith		
<b>Phone</b>	(530) 378-6905	<b>Ext.</b>	<b>Fax</b> (530) 378-6910
<b>Email</b>	kgrif@shhip.com		
<b>Program</b>	Scott Berg		
<b>Phone</b>	(530) 378-6905	<b>Ext.</b>	<b>Fax</b> (530) 378-6910
<b>Email</b>	sberg@shhip.com		
<b>Funds (tentative)</b>	\$85,263	<b>Units (tentative)</b>	53
<b>Service Area</b>	Shasta and Tehama Counties		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	02		

## Subgrantee Information

<b>Subgrantee</b>	Spectrum Community Services, Inc.		
<b>Address</b>	1435 Grove Way		
<b>City</b>	Hayward CA 94546		
<b>Executive Director</b>	Richard Valle		
<b>Phone</b>	(510) 881-0300	<b>Ext.</b>	<b>Fax</b> (510) 537-3340
<b>Email</b>	rvalle@spectrum.org		
<b>Program</b>	Shirley Brown		
<b>Phone</b>	(510) 889-0921	<b>Ext.</b>	<b>Fax</b> (510) 537-3340
<b>Email</b>	sbrown@spectrumcs.org		
<b>Funds (tentative)</b>	\$198,496	<b>Units (tentative)</b>	123
<b>Service Area</b>	Alameda County except Albany, Berkeley and Emeryville		
<b>Organization</b>	Nonprofit		
<b>Congressional Districts</b>	09 10 11 13		

<b>Subgrantee</b>	Ventura County Commmission on Human Concerns		
<b>Address</b>	621 Richmond Avenue		
<b>City</b>	Oxnard CA 93030		
<b>Executive Director</b>	Lee Riggan		
<b>Phone</b>	(805) 889-2623	<b>Ext.</b>	<b>Fax</b> (805) 487-2512
<b>Email</b>	leeriggan@vcchc.org		
<b>Program</b>	Dave Olson		
<b>Phone</b>	(805) 436-4034	<b>Ext.</b>	<b>Fax</b> (805) 486-2865
<b>Email</b>	vcchc14@earthlink.net		
<b>Funds (tentative)</b>	\$80,215	<b>Units (tentative)</b>	50
<b>Service Area</b>	Ventura County		
<b>Organization</b>	Local action agency		
<b>Congressional Districts</b>	23 24		

## ***Subgrantee Information***

<b><i>Subgrantee</i></b>	Veterans in Community Services, Inc. (VICS)		
<b><i>Address</i></b>	8644 Norwalk Boulevard		
<b><i>City</i></b>	Whittier CA 90606-3402		
<b><i>Executive Director</i></b>	Tony Gallegos		
<b><i>Phone</i></b>	(562) 692-0461	<b><i>Ext.</i></b>	<b><i>Fax</i></b> (562) 699-4667
<b><i>Email</i></b>	tgceo@hotmail.net		
<b><i>Program</i></b>	Guadalupe Rodriguez		
<b><i>Phone</i></b>	(562) 692-0461	<b><i>Ext.</i></b>	<b><i>Fax</i></b> (562) 699-4667
<b><i>Email</i></b>	guadalupefrodriquez@yahoo.com		
<b><i>Funds (tentative)</i></b>	\$390,507	<b><i>Units (tentative)</i></b>	241
<b><i>Service Area</i></b>	Los Angeles County, Energy Area IV		
<b><i>Organization</i></b>	Nonprofit		
<b><i>Congressional Districts</i></b>	26 29 32 34 36 37 38 39 42 46		

## U.S. DEPARTMENT OF ENERGY

## Weatherization Assistance Program - Production Schedule

	Annual Total
Weatherized Units (Total)	3,520
Reweatherized Units	-

**Vehicles and Equipment \$5,000 or more Average Cost per Dwelling Unit (DOE Rules)**

A.	Total of Vehicles and Equipment Budget.....	\$0
B.	Total Units to be Weatherized, from Production Schedule above.....	3,520
C.	Units to be Reweatherized, from Production Schedule above .....	-
D.	Total Units to be Weatherized, plus Planned Reweatherized Units from Production Schedule above (B plus C) .....	3,520
E.	Average Vehicles and Equipment cost per Dwelling Unit (A divided by D) .....	\$0

**Average Cost per Dwelling Unit (DOE Rules)**

F.	Total of Funds for Program Operations.....	\$3,713,978
G.	Total Units to be Weatherized, plus Planned Reweatherized Units from Procution Schedule above (total from D above) .....	3,520
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F divided by G) .....	\$1,055
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total from E) .....	\$0
J.	Total Average Cost per Dwelling Unit (H plus I) .....	\$1,055

## Estimated Energy Savings Algorithm

DOE Program	Amount	Line
Total DOE State Weatherization Allocation	\$ 6,332,693	(a)
Total Cost associated with Administration, T&TA, Financial and Energy Audits or 15% of allocation	\$ 1,232,781	(b)
Subtract the amount entered in line (b) from line (a), for total funds available to weatherize homes	\$ 5,099,912	(c)
State Average Cost per Home or Nat'l WAP Program Year Average Cost per Home	\$ 1,449	(d)
Divide the amount entered on line (c) by the amount entered on line (d), for Total Estimated Homes to be Weatherized	3,520	(e)
Multiply (e) by 31.74 MBTU for Total Annual Estimated Energy Savings resulting from DOE funds	\$ 111,725	(f)
<b>All Funding Sources</b>		
Total funds used by the State to weatherize homes (DOE WAP, LIHEAP)	\$ 25,302,339	(g)
Total cost associated with the administration of Wx funds or 15% of total funds available to wx homes	\$ 3,795,351	(h)
Subtract the amount entered in line (h) from line (g), for total funds available to weatherize homes	\$ 21,506,988	(i)
State Average Cost per Home or Nat'l WAP Program Year Average Cost per Home	\$ 1,449	(j)
Divide the amount entered on line (i) by the amount entered on line (j), for Total Estimated Homes to be Weatherized	14,844	(k)
Multiply (k) by 31.74 MBTU for Total Annual Estimated Energy Savings resulting from all funding sources	\$ 471,158	(l)



## **Training, Technical Assistance, and Monitoring Activities**

### Training and Technical Assistance - Grantee

Training and technical assistance is provided to the Subgrantees by various methods. The Field Representatives provide both training and programmatic assistance during on-site visits and through ongoing telephone contacts with the Subgrantees. Program Analysts administer the oversight of the Weatherization Inspection Policy, provide technical assistance, and assess past and future training needs. The CSD Regional Workshop is conducted each year to provide technical support for contract and policy changes. Also, CSD contracts with a third-party to provide follow-up field training and technical assistance pertaining to installation of weatherization measures, the quality and appropriateness of the weatherization measures installed, infiltration reduction, and health and safety measures.

Monitoring is included in the definition of program evaluation within training and technical assistance activities. The Field Representatives make annual monitoring visits and conduct report evaluation on an ongoing basis. Our goal for report evaluation is to improve the Subgrantee's program management and reduce the potential for waste and fraud.

CSD staff will attend the DOE State Managers Meeting, DOE National Weatherization Training Conference and DOE Region IX Peer Exchange meetings as scheduled. Training needs of CSD staff and Subgrantees are assessed on an ongoing basis throughout the year.

### Training and Technical Assistance - Subgrantee

The training and technical assistance funds of \$157,915 will be allocated to Subgrantees for basic weatherization classes, attendance at the DOE National Weatherization Training Conference, combustion appliance safety and blower door classes, and lead-safe weatherization training. Beginning Program Year 2004, the LIHEAP program has allocated separate funding for training purposes to supplement DOE's contribution.

Subgrantees and Subcontractors are required to maintain a training log of all weatherization staff persons and submit a training program outline for approval. Basic weatherization training must be completed within 180 days of employment. And until trained through a CSD-approved facility or trainer, no weatherization employee shall conduct combustion appliance safety checks.

### Lead-Safe Weatherization Training

New employees are required to be trained in lead-safe weatherization practices within 30 days of employment and will not be allowed to enter a pre-1979 dwelling in any capacity until such training has been completed. CSD's Lead-Safe Weatherization Training Video will be distributed to all Subgrantees and Subcontractors as an additional internal training tool this program year.

### Monitoring

Annual monitoring activities by Field Representatives will be scheduled beginning April 1, 2004 for all 43 DOE Subgrantees.

The following is the tentative schedule for on-site monitoring visits.

<u>Month</u>	<u>Number of Monitoring Visits</u>
April	2
May	5
June	6
July	10
August	5
September	6
October	3
November	1
December	2
January	1
February	1
March	1
Total	43

An extended database and a new reporting process are being developed to assist CSD staff in reviewing critical financial and programmatic data, preparing for monitoring and inspection visits, and trend analysis.

## **DOE-Funded Leveraging Activities**

CSD has no newly planned DOE-funded leveraging activities this year.

## State Policy Advisory Council Roster

### AGENCY REPRESENTATIVES

Cindy Brande, Executive Director  
Del Norte Senior Center

James Carney, Executive Director  
Nevada Co. Dept. of Housing & Comm. Services

Lois J. Carson, Director  
County of Riverside, Dept. of Community Action

Roger Cazares, President  
Metropolitan Area Advisory Committee (MAAC)

Joseph Chelli, Deputy Director  
San Joaquin County Department of Aging

Tony Colon, Executive Director  
Contra Costa County Community Services Dept.

Neil DeSnoo, Energy Program Officer  
City of Berkeley

Kerry Doi, Executive Director  
Pacific Asian Consortium in Employment (PACE)

Fred Drew, Executive Director  
Community Action Partnership of Kern County

David Droker, Director  
Merced County Community Action Agency

Harry Dull, Executive Director  
Merced County Community Action Agency

George Egawa, Asst. Executive Director  
Fresno County Economic Opportunities Commission

Ernie Flores, Executive Director  
Central Valley Opportunity Center, Inc.

Kathryn Flores, Executive Director  
San Benito Co. Dept. of Comm. Serv. & Workforce

Tommy Fulcher, President  
Economic & Social Opportunities, Inc.

Kim Gaghagen, Executive Director  
Colusa-Glenn-Trinity Community Action Agency

Tony Gallegos, Executive Director  
Veterans in Community Services, Inc.

Keith Griffith, Executive Director  
Self-Help Home Improvement Project, Inc.

LeeAnn Haki, Interim Executive Director  
Kings Community Action Organization, Inc.

Shelly Hance, Executive Director  
Amador-Tuolumne CAA

David Keller, Executive Director  
Plumas County Community Dev. Commission

Kathy Kifaya, Director  
Community Action Partnership of Orange County

John Litwinovich, Executive Director  
El Dorado Co. Department of Comm. Services

Jose Lopez, Associate Director  
Campesinos Unidos, Inc.

Rita Madden, Executive Director  
Community Action Comm. of Santa Barbara Co.

Nathaniel Mason, Executive Director  
Economic Opportunity Council of San Francisco

Linda McQueen, Executive Director  
North Coast Energy Services

Patricia Nickols, Executive Director  
San Bernardino County Community Serv. Dept.

George Ortiz, Corporate President  
California Human Development Corp.

Dennis Osmer, Executive Director  
Central Coast Energy Services, Inc.

William Parker, Executive Director  
Community Action Agency of San Mateo County, Inc.

Louise Perez, Executive Director  
Community Resource Project, Inc.

Lee Riggan, Executive Director  
Ventura County Commmission on Human Concerns

Thomas Tenorio, Executive Director  
Community Action Agency of Butte Co., Inc.

Carolyn Rose, Executive Director  
Community Services & Employment Training, Inc.

Lloyd Throne, Executive Director  
Redwood Community Action Agency

Cheryle Rutherford-Kelly, MSW, Director  
Mariposa Co. Housing & Comm. Dev. Agency

Lynda Timbers, Executive Director  
Project Go, Inc.

Alex Sotomayor, Director  
Maravilla Foundation

Richard Valle, Executive Director  
Spectrum Community Services, Inc.

Elizabeth Steinberg, Executive Director  
Economic Opp. Comm. of San Luis Obispo Co.

Zigmund Vays, Executive Director  
Community Enhancement Services

Daniel Steinhagen, Executive Director  
Inyo Mono Advocates of Community Action, Inc.

Paul Wagner, Executive Director  
Great Northern Corporation

#### UTILITY REPRESENTATIVES

Karen Ambeau  
Pacific Gas & Electric

Jack Parkhill  
So Cal Edison

Duane Larson  
Pacific Gas & Electric

Ivy Walker  
California Public Utilities Commission

Greg Lawless  
San Diego Gas & Electric/So. Cal Gas

Don Wood  
San Diego Gas & Electric

## **Adjustments to On-File Information**

Due to the recent wildfires in Southern California, a formal disaster relief process was developed to address this and future disasters.

### **Disaster Relief Plan**

The purpose of California's Department of Energy (DOE) Disaster Relief Plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The plan will be in effect for a minimum of six months but could be extended dependent upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Subgrantees may re-prioritize service requests from these households so that timely weatherization and re-weatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance.

For qualified households, the unit allowance will be increased to the maximum reimbursement for a state of emergency as permitted in the DOE WAP Contract. The maximum is calculated at approximately 15% higher than the most current average per weatherized dwelling unit as established by DOE. The maximum limit for minor envelope repairs will be equivalent to the maximum reimbursement per unit dwelling.

Relief services shall include but are not necessarily limited to the following activities in order of priority:

1. All health & safety measures that are within the scope of the weatherization program are given first priority. Health & safety measures can also be expanded to address specific needs of the clientele such as site clean-up and temporary heating sources.
2. Secondary priority will be given to a specific list of weatherization measures that will be established as the most beneficial for the type of disaster. The need for these measures must be due to a direct result of the disaster; otherwise, the order of their installation reverts back to normal weatherization policies and procedures. For each emergency, CSD will seek approval from DOE regarding the priority of these measures and the abandonment of applicable NEAT energy audit requirements.
3. All remaining measures are to be installed in order of priority in accordance with the CSD Low-Income Weatherization Assistance Program Policies and Procedures.

4. Technical assistance may be provided to residents, builders, contractors, and others who are involved in the recovery efforts to aid in achieving the energy efficiency goals of the program.

Prior to initiating disaster relief services, Subgrantees will be required to submit a written plan to CSD outlining the services to be provided and to report activities, expenditures, and demographics as required by the weatherization program. Relief plans for specific disasters must be pre-approved by DOE and CSD.

## **Miscellaneous**

### **2003 Southern California Wildfires Disaster Relief Plan**

During October 2003, California suffered disastrous loss of life and property from wildfires in Los Angeles, Riverside, San Bernardino, San Diego, and Ventura counties. These counties have been declared Federal and/or State Emergencies by Presidential and/or Gubernatorial order. The following plan as approved by DOE has been implemented specifically for this disaster.

I. Qualified Agencies:

Community Enhancement Services (CES) – Los Angeles County  
Maravilla Foundation – Los Angeles County  
County of Riverside Department of Community Action  
CAB of San Bernardino County  
Campesinos Unidos – San Diego County  
Metropolitan Area Advisory Committee (MAAC) – San Diego County  
Ventura County Commission on Human Concerns

II. Recovery Period:

Due to the ten-month program year established by CSD and the exhaustion of individual agency allocations for the current year, the recovery period needs to be extended from six to ten months ending August 31, 2004.

III. Maximum Reimbursement:

The current maximum reimbursement for emergency services allowable by CSD is \$3,000 per weatherized unit.

The following weatherization activities have been identified as meeting the specific needs of the affected households:

IV. First Priorities - Health & Safety Measures:

- A. All health & safety measures within the scope of the DOE weatherization program
- B. Site clean-up
- C. Temporary heating source



- V. Secondary Priorities – Weatherization Measures with permission to abandon applicable energy audit requirements:
- A. Minor envelope repair, maximum \$3,000 per dwelling unit
  - B. Appliance replacement
    - 1. Refrigerators, if destroyed or inoperational
    - 2. Gas and electric stoves, if destroyed or inoperational
  - C. Filter replacements
  - D. Vented heating source repair and replacement
  - E. Insulation repair and replacement
  - F. The need for these measures must be due to a direct result of the disaster; otherwise, the order of their installation reverts back to normal weatherization policies and procedures.
  - G. All of these measures must be installed in accordance with CSD Weatherization Installation Standards.

VI. Remaining Weatherization Measures

In accordance with CSD's Disaster Relief Plan, all remaining measures will be installed in order of priority in conformance with weatherization policies and procedures and standards, including NEAT Energy Audit.

VII. Technical Assistance

Technical assistance for energy efficiency may be provided to residents, builders, contractors, and others who are involved in the recovery efforts.

**U.S. Department of Energy  
Assurance of Compliance  
Nondiscrimination in Federally Assisted Programs**

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

State of California, Department of Community Services and Development (Hereinafter called the "Applicant")  
HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), Section 16 of the Federal Energy Administration Act of 1974 (Pub. L. 93-275), Section 401 of the Energy Reorganization Act of 1974 (Pub. L. 93-438), Title IX of the Education Amendments of 1972, as amended, (Pub. L. 92-318, Pub. L. 93-568, and Pub. L. 94-482), Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), the Age Discrimination Act of 1977 (Pub. L. 94-135), Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), the Department of Energy Organization Act of 1977 (Pub. L. 95-91), the Energy Conservation and Production Act of 1976, as amended, (Pub. L. 94-385) and Title 10, Code of Federal Regulations, Part 1040. In accordance with the above laws and regulations issued pursuant thereto, the Applicant agrees to assure that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the Applicant receives Federal assistance from the Department of Energy.

### **Applicability and Period of Obligation**

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with Federal assistance extended to the Applicant by the Department of Energy, this assurance obligates the Applicant for the period during which Federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which Federal assistance is extended. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal assistance is extended to the Applicant by the Department of Energy.

### **Employment Practices**

Where a primary objective of the Federal assistance is to provide employment or where the Applicant's employment practices affect the delivery of services in programs or activities resulting from Federal assistance extended by the Department, the Applicant agrees not to discriminate on the ground of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.

### **Subrecipient Assurance**

The Applicant shall require any individual, organization, or other entity with whom it subcontracts, subgrants, or subleases for the purpose of providing any service, financial aid, equipment, property, or structure to comply with laws and regulations cited above. To this end, the subrecipient shall be required to sign a written assurance form; however, the obligation of both recipient and subrecipient to ensure compliance is not relieved by the collection or submission of written assurance forms.

### **Data Collection and Access to Records**

The Applicant agrees to compile and maintain information pertaining to programs or activities developed as a result of the Applicant's receipt of Federal assistance from the Department of Energy. Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by the Department of Energy to be relevant to the obligation to assure compliance by recipients with laws cited in the first paragraph of this assurance.

The Applicant agrees to submit requested data to the Department of Energy regarding programs and activities developed by the Applicant from the use of Federal assistance funds extended by the Department of Energy. Facilities of the Applicant (including the physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the Applicant's compliance with the civil rights laws shall be made available for inspection during normal business hours of request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Civil Rights, U.S. Department of Energy.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts (excluding procurement contracts), property, discounts or other Federal assistance extended after the date hereof, to the Applicants by the Department of Energy, including installment payments on account after such data of application for Federal assistance which are approved before such date. The Applicant recognizes and agrees that such Federal assistance will be extended in reliance upon the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, the successors, transferees, and assignees, as well as the person(s) whose signatures appear below and who are authorized to sign this assurance on behalf of the Applicant.

### Applicant Certification

The Applicant certifies that it has complied, or that, within 90 days of the date of the grant, it will comply with all applicable requirements of 10 C.F.R. § 1040.5 (a copy will be furnished to the Applicant upon written request to DOE).

Designated Responsible Employee

Wendy Wohl, Chief Deputy Director  
Name and title (Printed or Typed)

916-341-4200  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of California  
Department of Community Services and Development  
Applicant's Name

916-341-4200  
Telephone Number

700 North 10<sup>th</sup> Street, Room 258  
Sacramento CA 95814  
Address

\_\_\_\_\_  
Date

Authorized Official:  
President, Chief Executive Officer  
or Authorized Designee

Timothy Dayonot, Director  
Name and title (Printed or Typed)

916-341-4200  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Energy determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

☒ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Standard Form-LLL not required

☐ Funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement. If checked, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal,

falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

### 3. DRUG-FREE WORKPLACE

This certification is required by the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) and is implemented through additions to the Debarment and Suspension regulations, published in the Federal Register on January 31, 1989, and May 25, 1990.

#### **ALTERNATE 1 (GRANTEES OTHER THAN INDIVIDUALS)**

(1) The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the work-place not later than five calendar days after such conviction.
- (e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to energy grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (2) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

(Street address, city, county, state, zip code)

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- ☐ Check if there are workplaces on file that are not identified here.

State, or local) transaction under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery,

#### 4. LOBBYING DISCLOSURE ACT OF 1995, SIMPSON-CRAIG AMENDMENT

Applicant organizations which are described in section 501(c)(4) of the Internal Revenue Code of 1986 and engage in lobbying activities after December 31, 1995, shall not be eligible for the receipt of Federal funds constituting an award, grant, or loan. Section 501(c)(4) of the Internal Revenue Code of 1986 covers:

*Civic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare, or local associations of employees, the membership of which is limited to the employees of a designated person or persons in a particular municipality, and the net earnings of which are devoted exclusively to charitable, educational, or recreational purposes.*

As set forth in the Lobbying Disclosure Act of 1995 (Public Law 104-65, December 19, 1995), as amended ["Simpson-Craig Amendment," see Section 129 of The Balanced Budget Downpayment Act, I (Public Law 104-99, January 26, 1996)], lobbying activities is defined broadly. (See section 3 of the Act.)

The undersigned certifies, to the best of his or her knowledge and belief, that: it IS NOT an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; OR that it IS an organization described in section 501(c)(4) of the Internal Revenue Code of 1986, which, after December 31, 1995, HAS NOT engaged in any lobbying activities as defined in the Lobbying Disclosure Act of 1995, as amended.

#### ALTERNATE II (GRANTEES WHO ARE INDIVIDUALS)

- (1) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substances in conducting any activity with the grant.
- (2) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT State of California Department of Community Services and Development	PR/AWARD NUMBER AND/OR PROJECT NAME Weatherization Assistance Program for Low-Income Persons
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE  Timothy Dayonot, Director	
SIGNATURE	DATE

## **Eligible Population**

### General Description

To define low-income, CSD has elected to adopt the Low-Income Home Energy Assistance Program (LIHEAP) income eligibility guideline of an amount not to exceed an amount equal to sixty percent (60%) of the State Median Income. In addition to qualifying because of income, a household may qualify because a household member is a recipient of certain categorical assistance programs.

Household income eligibility is established and documented prior to weatherization of the dwelling. Subgrantees are required by contract to maintain individual applicant files which contain at a minimum the Energy Intake Form, copies of source documents supporting eligibility, the Building Check and Job Order Sheet, the application signed by the applicant and for pre-1979 units, lead-safe education confirmation and clearance inspections, if applicable. CSD's Field Representatives on a random basis review these files during monitoring visits.

"Children" are defined as members of a household who have not attained their nineteenth (19<sup>th</sup>) birthday.

The State assures that low-income members of the American Indian population receive benefits equivalent to the assistance provided other low-income persons within the State. CSD recommends that a tribal organization not be treated as a local applicant.

### Selection of Areas to Be Served

CSD's goal is to serve low-income residents in all 58 California counties. A service area may be a portion of a county, an individual county, or a group of counties. Details of county service areas are in Attachment C. The projected funding, goals, and other information for each service area are set forth in Subgrantee Information in the Annual File.

### Priorities

The CSD contract with Subgrantees requires that service priority shall be given to households having the highest energy burden and high residential energy users. Subgrantees also establish goals for providing services to dwelling unit types and to priority segments of the client population, including the elderly, children, persons with disabilities, American Indians, and migrant and seasonal farm workers.

## **Climatic Conditions**

In the waiver audit submittal package, CSD used the U.S. Climate Zone Map provided by DOE. California has four of the five climates zones. The majority of California lies within the range of Zone 4, less than 2,000 cooling degree days and less than 4,000 heating degree days. Priority lists from the pilot project data were developed for those site-built dwellings in Zones 4 and 5.

The Subgrantees use the data included in Attachment A, Heating and Cooling Degree Day Data, to customize the energy audit for dwellings to be weatherized.

## **Weatherization Work**

### Types of Work to Be Done

Weatherization activities to eligible low-income dwellings will focus on providing the most cost-effective measures, checking for health and safety hazards, and providing infiltration reduction. Subgrantees shall follow the priority list of cost-effective energy conservation measures. A list of general heat waste measures shall be allowable for all dwelling types as feasible. These lists are detailed in Attachment B, Energy Conservation Priority List and General Heat Waste Measures.

Energy conservation and electric base-load measures beyond the applicable climate zone priority list shall be allowable only when their cost effectiveness has been determined to have a savings-to-investment ratio (SIR) of one or greater by the approved waiver advanced energy audit. All Subgrantees shall use the National Energy Audit Tool (NEAT) for all site-built dwellings and the Manufactured Home Energy Audit (MHEA) for manufactured dwellings.

Commonly installed measures include combustion appliance safety test, carbon monoxide alarms, infiltration reduction, and ceiling insulation.

### Energy Audit Procedures

All Subgrantees shall use the National Energy Audit Tool (NEAT) for all site-built dwellings and the Manufactured Home Energy Audit (MHEA) for manufactured dwellings. Subgrantees have been approved to use NEAT for multi-family dwellings as per contractual protocols. Approximately 40 percent of all dwellings weatherized in California are multi-family dwellings.

CSD received approval from DOE to use NEAT/MHEA as the waiver energy audit on May 21, 1999.

### Final Inspections

The CSD contract with Subgrantees requires a review and inspection of all dwellings weatherized. A statement certifying that all required measures were installed in accordance with contract requirements and the CSD Weatherization Installation Standards shall be noted on the front of the Building Check and Job Order Sheet and shall be signed and dated by the reviewer.



CSD will also have inspections of the installed weatherization measures performed by a third party. The development of standards for the installation of weatherization measures and inspections of homes weatherized by energy providers will help assure that weatherization measures are being installed properly. These inspections will be comprised of a statewide random sampling of the homes weatherized.

### Analysis of Effectiveness

In evaluating the effectiveness of Subgrantees and determining their need for training and/or technical assistance, criteria such as the lack of units completed, the number and complexity of the measures applied to completed units, the number and types of inspection findings, the percentage of contracted funds expended, and a high level of Subgrantee staff turnover will be assessed. CSD's Field Representatives, who also review the percentage of funds expended and percentage of goals attained, will base the evaluation of each Subgrantee's effectiveness on the findings during desk and on-site programmatic evaluations.

### Disaster Relief Plan

The purpose of California's Department of Energy (DOE) Disaster Relief Plan is to provide emergency services to low-income individuals and families affected by a disaster as determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The plan will be in effect for a minimum of six months but could be extended dependent upon the anticipated recovery period.

Disaster relief services are only available to qualified low-income households directly affected by the declared disaster. Subgrantees may re-prioritize service requests from these households so that timely weatherization and re-weatherization services can be provided. Dwellings may only be provided repairs or weatherization services that are not paid for by insurance.

For qualified households, the unit allowance will be increased to the maximum reimbursement for a state of emergency as permitted in the DOE WAP Contract. The maximum is calculated at approximately 15% higher than the most current average per weatherized dwelling unit as established by DOE. The maximum limit for minor envelope repairs will be equivalent to the maximum reimbursement per unit dwelling.

Relief services shall include but are not necessarily limited to the following activities in order of priority:

1. All health & safety measures that are within the scope of the weatherization program are given first priority. Health & safety

measures can also be expanded to address specific needs of the clientele such as site clean-up and temporary heating sources.

2. Secondary priority will be given to a specific list of weatherization measures that will be established as the most beneficial for the type of disaster. The need for these measures must be due to a direct result of the disaster; otherwise, the order of their installation reverts back to normal weatherization policies and procedures. For each emergency, CSD will seek approval from DOE regarding the priority of these measures and the abandonment of applicable NEAT energy audit requirements.
3. All remaining measures are to be installed in order of priority in accordance with the CSD Low-Income Weatherization Assistance Program Policies and Procedures.
4. Technical assistance may be provided to residents, builders, contractors, and others who are involved in the recovery efforts to aid in achieving the energy efficiency goals of the program.

Prior to initiating disaster relief services, Subgrantees will be required to submit a written plan to CSD outlining the services to be provided and to report activities, expenditures, and demographics as required by the weatherization program.

## Health and Safety

Subgrantees will be authorized to mitigate health and safety hazards within the scope of the weatherization program pursuant to the CSD Health & Safety Plan, CSD LI-WAP Policies and Procedures and CSD Weatherization Standards. Subgrantees shall correct all safety hazards resulting from weatherization measure installation and relating to heating/cooling sources such as combustion appliances (carbon monoxide, back-drafting, etc) and indoor air quality (adding mechanical ventilation, addressing excessive moisture, and installing carbon monoxide alarms). A combustion appliance safety check shall be performed on all dwelling units that contain gas appliances.

Subgrantees will work in a lead-safe manner and will comply with the Environmental Protection Agency rules in 40 CFR Part 745, Lead; Requirements for Hazard Education Before Renovation of Target Housing; Final Rule, on applicable dwellings and the CSD Lead-Safe Weatherization Policy.

Subgrantees' average expenditure for health and safety hazard mitigation will be limited to a maximum of twenty-five percent (25%) of total program expenditures. Health and safety costs will be tracked on a separate line item in the budget and the expenditure reports and will not be included in the average cost per dwelling.

## Rental Procedures

To ensure that the benefits of weatherization to occupants of rental units are protected, CSD's contracts with Subgrantees include this language: "Contractor shall assure that owners and renters receive equitable treatment under this program."

The following language is included on all energy service for rental units agreement forms and is signed by the landlord, or his agent, prior to the dwelling receiving weatherization services:

By signing this form, the owner or owner's agent and the tenant grant the contractor permission to enter the dwelling unit and to perform or install rehabilitation, minor home repair, and/or weatherization measures, depending on the program(s) to the above-described unit and agree to the following:

1. The owner or owner's agent shall not raise the rent of the unit or evict the unit's resident because of the increased value of the unit due solely to rehabilitation, minor home repair, and/or weatherization measures provided by the contractor.
2. The owner or owner's agent and the tenant shall retain all applied measures in the residence where installed.
3. The tenant authorizes the contractor access to utility company record to obtain only energy usage data for a period of one year before and one year after rehabilitation, minor home repair, and/or weatherization measures are installed.

No particular type of dwelling was identified as being more prone to higher energy consumption, and single-family, multi-family, owner-occupied, and rental units are accorded equal consideration for service provision.

DOE funds may be used to weatherize the entire building containing multiple dwelling units, only if, the dwelling units occupied by eligible applicants represent at least sixty-six percent (66%) of the total units within the building. In order to weatherize a building that contains two units or four units, at least fifty percent (50%) of the dwelling units must be eligible.

Subgrantees shall be encouraged to weatherize group homes, rooming houses, and shelters, particularly those for the homeless, battered, or troubled. Specific criteria must be met to ensure eligibility of the group home, rooming house, or shelter. The eligibility of facilities occupied by transient persons may be certified by the owner/manager based on the facility policy of limiting occupancy to those meeting contract eligibility requirements. If a group home or rooming house does not qualify as a multi-family structure, income eligibility is based on all occupants as a group, and the building must be weatherized as a single dwelling unit.

Where occupancy by otherwise eligible occupants is not maintained as a permanent residence, occupancy must be limited to no more than ninety (90)

days, and whether or not rent is paid has no effect on eligibility. Payment will be based on the unit's qualifying as a multi-family structure or a group home.

Energy audits using NEAT are required for multi-family dwellings. Only those measures having a SIR or 1 or above are allowed.

## **Program Management**

### Overview

CSD is one of several departments under the auspices of the California Health and Human Services Agency (CHHSA). The weatherization program within CSD consists of a team approach using a Program Analysts, Field Representatives, the Fiscal and Contracts Units, and an outside consultant.

CSD has 43 weatherization service providers statewide. These service providers also provide LIHEAP-funded services. Because of the coordination of services between these weatherization programs, a number of dwelling units will have measures installed using funds from DOE WAP and Department of Health and Human Services (DHHS) LIHEAP funds. The Subgrantee Information section of the Annual File lists CSD's Subgrantees, addresses, service areas, types of organizations, tentative allocations, congressional districts, and dwelling units goals.

### Administrative Expenditure Limits

CSD will retain five percent (5%) of the allowable ten percent (10%) administrative funds; Subgrantees will also receive five percent (5%) for administration. Subgrantees allocated \$350,000 or less will be provided the opportunity to apply to CSD for approval to use up to an additional five percent (5%) of their funding for administration. Each written request will be decided on a case-by-case basis. See Attachment D, Application for Additional Administrative Funds, for CSD forms and criteria used.

### Monitoring -- Approach

CSD will conduct an on-site monitoring visit of all Subgrantees annually. These assessments will include a comprehensive review of each Subgrantee including its latest financial audit.

If it has been determined that a Subgrantee cannot fulfill their contractual obligations, steps may be implemented to redistribute any remaining allocated funds to other Subgrantees. These funds will be redistributed to the nearest Subgrantee, if feasible, to provide services in the same general geographical area.

Training and technical assistance funds will be used to perform an annual assessment of each Subgrantee, consisting of both a desk review and an

on-site monitoring visit. A desk review by Field Representatives is required to perform an analysis of each of their assigned Subgrantees in order to develop a systematic approach to scheduling program evaluations. Areas to be focused on through on-site monitoring visits include: review of client file folders for supporting documentation of program eligibility; a Subgrantee signature and date on the Intake and Job Order Sheet to certify that all required measures were installed per contract requirements and CSD Installation Standards; weatherization material inventory systems and controls; internal controls to discourage waste, fraud, and abuse of agency assets; cost-effective weatherization measures; weatherization crew safety procedures; and providing client education and materials relating to the care and cost-effectiveness of the measures installed.

### Training and Technical Assistance – Approach

When Subgrantee staff turnover is identified, CSD Program Analysts will assist in scheduling new employees to attend an appropriate utility company weatherization training center class. CSD strongly endorses such training as a means of increasing the quality of weatherization services provided to low-income clients. CSD will also coordinate Subgrantee staff training at the utility company weatherization training centers on the use of blower doors, carbon monoxide testers, and draft gauges as weatherization diagnostic tools. Subgrantees are required to maintain a list for review of weatherization employees and the dates and method of training for basic weatherization, combustion appliance safety, and lead-safe weatherization procedures.

Problems identified through desk reviews and field visits that can be resolved through training and technical assistance will be handled by the Field Representatives and/or other CSD staff, outside consultants, and occasionally by staff brought in from other agencies.

All new CSD weatherization staff attend a five-day weatherization training course, which includes both theory and hands-on curricula, conducted by the Pacific Gas and Electric Company (PG&E) at its weatherization training facility in Stockton. Appropriate CSD staff will receive updated training as needed (i.e., lead-safe practices).

# Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
Alameda	Berkeley	40693	142	2,857	4
Alameda	Livermore	44997	858	2,755	4
Alameda	Newark (Oakland)	46144	530	2,367	4
Alameda	Oakland Museum	46336	377	2,400	4
Alameda	Tracy Pumping Plant	49001	1,470	2,421	4
Alameda	Upper San Leandro	49185	261	2,810	4
Alpine	Markleeville	45356	97	7,091	1
Alpine	Twin Lakes	49105	25	8,874	1
Alpine	Woodfords	49775	356	6,059	2
Amador	Electra Power House	42728	1,218	2,854	4
Amador	Salt Springs Power House	47689	1,015	3,828	4
Amador	Tiger Creek PH	48928	788	4,058	3
Butte	Chico University Farm	41715	1,334	2,945	4
Butte	De Sabla	42402	806	4,040	3
Butte	Oroville	46521	1,422	2,818	4
Butte	Paradise	46685	1,464	3,145	4
Calaveras	Calaveras Big Trees	41277	308	5,924	2
Calaveras	Camp Pardee	41428	1,534	2,758	4
Colusa	Colusa 2 SSW	41948	1,401	2,702	4
Colusa	East Park Reservoir	42640	1,082	3,498	4
Contra Costa	Antioch Pump Plant #3	40232	1,179	2,714	4
Contra Costa	Martinez Water Plant	45378	786	2,757	4
Contra Costa	Mount Diablo Junction	45915	983	3,245	4
Contra Costa	Richmond	47414	184	2,720	4
Del Norte	Crescent City 3 NNW	42147	6	4,687	3
Del Norte	Klamath	44577	5	4,514	3
El Dorado	Placerville	46960	1,164	3,324	4
El Dorado	Placerville IFG	46962	1,470	3,235	4
El Dorado	Tahoe Valley AP	48762	38	8,300	1
Fresno	Auberry 2 NW	40379	1,922	2,868	4
Fresno	Balch Power House	40449	1,794	3,045	4
Fresno	Coalinga	41864	2,204	2,234	5
Fresno	Five Points 5 SW	43083	1,784	2,446	4
Fresno	Fresno Yosemite FAT (Intl)	43257	1,963	2,447	4
Fresno	Friant Government Camp	43261	1,708	2,672	4
Fresno	Huntington Lake	44176	93	6,992	2
Fresno	Orange Cove	46476	1,857	2,538	4
Glenn	Orland	46506	1,581	2,630	4
Glenn	Stony Gorge Reservoir	48587	1,376	3,268	4
Glenn	Willows 6 W	49699	1,358	2,874	4
Humboldt	Eureka WFO Woodley IS	42910	7	4,403	3
Humboldt	Grizzly Creek State Park	43647	38	4,610	3
Humboldt	Orick Prairie Creek Pk	46498	3	5,005	3
Humboldt	Orleans	46508	831	3,389	4
Humboldt	Richardson Grove St. Pk.	47404	500	3,743	4
Humboldt	Scotia	48045	47	3,793	4
Humboldt	Shelter Cove AV	48163	92	3,266	4
Humboldt	Willow Creek 1	49694	887	3,566	4
Imperial	Brawley 2 SW	41048	3,733	1,155	5
Imperial	El Centro 2 SSW	42713	3,952	1,080	5
Imperial	Imperial	44223	3,764	1115	5
Inyo	Bishop AP	40822	1,003	4,314	3
Inyo	Death Valley	42319	5,296	1,257	5



## Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
Inyo	Deep Springs College	42331	843	5,293	3
Inyo	Haiwee	43710	1,441	3,784	4
Inyo	Independence	44232	1,804	3,579	4
Inyo	Wildrose R S	49671	1,623	3,663	4
Kern	Bakersfield Kern Co AP	40442	2,286	2,120	5
Kern	Buttonwillow	41244	1,857	2,668	4
Kern	Glennville	43463	427	4,466	3
Kern	Inyokern	44278	2,340	2,633	5
Kern	Kern River PH 1	44520	3,236	1,645	5
Kern	Kern River PH 3	44523	1,593	3,103	4
Kern	Maricopa	45338	2,334	2,190	5
Kern	Mojave	45756	1,976	2,835	4
Kern	Randsburg	47253	1,965	3,134	4
Kern	Tehachapi	48826	677	4,301	3
Kern	Tejon Rancho	48839	1,960	2,555	4
Kern	Wasco	49452	1,990	2,434	4
Kings	Corcoran Irrigation	42012	1,909	2,507	4
Kings	Hanford 1 S	43747	1,724	2,749	4
Kings	Lemoore Reeves NAS	823110	1,680	2,660	4
Lake	Clearlake 4 SE	41806	753	3,804	4
Lake	Lakeport	44701	793	3,698	4
Lassen	Doyle 4 SSE	42506	314	6,013	2
Lassen	Susanville 2 SW	48702	390	6,168	2
Lassen	Termo 1 E	48873	134	7,734	1
Los Angeles	Avalon Pleasure Pier	40395	749	1,589	4
Los Angeles	Burbank WB Airport	41194	1,455	1,575	4
Los Angeles	Canoga Park Pierce College	41484	1,485	1,822	4
Los Angeles	Culver City	42214	959	1,344	4
Los Angeles	Dry Canyon Reservoir	42516	1,139	2,502	4
Los Angeles	Fairmont	42941	1,608	3,199	4
Los Angeles	Lancaster ATC	44749	1,733	3,241	4
Los Angeles	Long Beach AP	45085	1,186	1,211	4
Los Angeles	Los Angeles Downtown	45115	1,506	928	4
Los Angeles	Los Angeles Intl AP	45114	679	1,274	4
Los Angeles	Montebello	45790	1,837	949	4
Los Angeles	Mt Wilson No 2	46006	969	3,995	4
Los Angeles	Palmdale	46624	1,998	2,704	4
Los Angeles	Pasadena	46719	1,558	1,398	4
Los Angeles	Pearblossom	46773	1,801	2,908	4
Los Angeles	Pomona Fairplex	47050	1,191	1,718	4
Los Angeles	San Gabriel Fire Dept.	47785	1,575	1,295	4
Los Angeles	Sandberg	47735	1,066	4,146	3
Los Angeles	Santa Monica Pier	47953	429	1,803	4
Los Angeles	Torrance	48973	742	1,526	4
Los Angeles	UCLA	49152	893	1,364	4
Madera	Madera	45233	1,706	2,670	4
Marin	Kentfield	44500	557	2,567	4
Marin	San Rafael Civic Center	47880	451	2,621	4
Mariposa	South Entrance Yosemite	48380	131	6,513	2
Mariposa	Yosemite Park Headquarters	49855	828	4,759	3
Mendocino	Covelo	42081	684	3,925	4
Mendocino	Fort Bragg 5 N	43161	6	4,266	3
Mendocino	Point Arena	47009	4	4,332	3

## Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
Mendocino	Potter Valley P	47109	745	3,429	4
Mendocino	Ukiah	49122	843	3,083	4
Mendocino	Willits 1 NE	49684	193	4,302	3
Merced	Los Banos	45118	1,547	2,570	4
Merced	Los Banos Det. Reservoir	45120	1,726	2,490	4
Merced	Merced	45532	1,578	2,602	4
Merced	San Luis Dam	47846	1,486	2,625	4
Modoc	Adin R S	40029	300	5,988	2
Modoc	Alturas	40161	212	6,808	2
Modoc	Canby 3 SW	41476	199	6,842	2
Modoc	Cedarville	41614	420	6,589	2
Modoc	Fort Bidwell	43157	281	6,653	2
Modoc	Jess Valley	44374	158	7,575	1
Mono	Bodie	40943	4	9,770	1
Mono	Bridgeport	41072	37	8,439	1
Mono	Lee Vining	44881	281	6,513	2
Monterey	King City	44555	598	2,384	4
Monterey	Monterey	45795	74	3,080	4
Monterey	Priest Valley	47150	653	3,946	4
Monterey	Salinas AP	47669	210	2,755	4
Monterey	Salinas No. 2	47668	131	2,819	4
Napa	Angwin Pac Union College	40212	659	3,426	4
Napa	Calistoga	41312	819	2,811	4
Napa	Markley Cove	45360	1,111	2,996	4
Napa	Napa State Hospital	46074	529	2,689	4
Napa	Saint Helena	47643	806	2,652	4
Nevada	Boca	40931	35	8,107	1
Nevada	Bowman Dam	41018	311	6,193	2
Nevada	Deer Creek Forebay	42338	692	4,739	3
Nevada	Donner Memorial State Park	42467	44	8,284	1
Nevada	Grass Valley No. 2	43573	612	4,287	3
Nevada	Lake Spaulding	44713	179	6,321	2
Nevada	Nevada City	46136	689	4,565	3
Nevada	Sagehen Creek	47641	6	8,741	1
Nevada	Truckee R S	49043	100	7,591	1
Orange	Anaheim	40192	1,294	1,286	4
Orange	El Toro MCAS	893101	1,183	1,461	4
Orange	Laguna Beach	44647	666	1,756	4
Orange	Newport Beach Harbor	46175	543	1,715	4
Orange	Santa Ana Fire Station	47888	1,299	1,153	4
Orange	Tustin Irvine R.	49087	1,102	1,794	4
Placer	Auburn	40383	1,366	2,992	4
Placer	Blue Canyon	40897	423	5,545	2
Placer	Colfax	41912	1,116	3,512	4
Placer	Tahoe City	48758	47	7,616	1
Plumas	Canyon Dam	41497	247	6,609	2
Plumas	Chester	41700	184	6,743	2
Plumas	Portola	47085	106	7,303	1
Plumas	Quincy	47195	364	5,490	3
Riverside	Beaumont 1 E	40609	1,572	2,146	4
Riverside	Blythe	40924	3,977	1,295	5
Riverside	Blythe AP	40927	4,166	1,226	5
Riverside	Corona	42031	1,534	1,599	4

# Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
Riverside	Eagle Mountain	42598	4,277	1,131	5
Riverside	Elsinore	42805	1,874	1,924	4
Riverside	Hayfield Pumping Plant	43855	3,196	1,588	5
Riverside	Idyllwild Fire Department	44211	333	5,071	3
Riverside	Indio Fire Station	44259	4,388	903	5
Riverside	Mecca Fire Station	45502	3,958	1,118	5
Riverside	Palm Springs	46635	4,224	951	5
Riverside	Riverside Citrus Exp Stn	47473	1,697	1,674	4
Riverside	Riverside Fire Station	47470	1,863	1,475	4
Riverside	San Jacinto R S	47813	1,903	1,914	4
Riverside	Sun City	48655	1,710	2,123	4
Riverside	Thermal Rgnl AP	48892	3,916	1,141	5
Sacramento	Folsom Dam	43113	1,528	2,532	4
Sacramento	Sacramento 5 ESE	47633	1,597	2,226	4
Sacramento	Sacramento AP	47630	1,248	2,666	4
San Benito	Hollister 2	44025	405	2,724	4
San Benito	Pinnacles National Monument	46926	882	2,907	4
San Bernardino	Baker	40436	3,607	2,011	5
San Bernardino	Barstow Fire Station	40521	2,566	2,294	5
San Bernardino	Big Bear Lake	40741	89	6,548	2
San Bernardino	Daggett Barstow DAG Airport	42257	2,915	2,228	5
San Bernardino	El Mirage Field	42771	1,370	3,616	4
San Bernardino	Fontana Kaiser	43120	1,905	1,351	4
San Bernardino	Iron Mountain	44297	4,476	1,156	5
San Bernardino	Lake Arrowhead	44671	462	5,450	3
San Bernardino	Mitchell Cavern	45721	2,066	2,902	5
San Bernardino	Mountain Pass	45890	1,494	4,105	3
San Bernardino	Needles AP	46118	4,545	1,227	5
San Bernardino	Parker Reservoir	46699	4,523	1,230	5
San Bernardino	Redlands	47306	1,714	1,904	4
San Bernardino	San Bernardino	47723	1,937	1,599	4
San Bernardino	Trona	49035	2,922	2,492	5
San Bernardino	TwentyNine Palms	49099	3,064	1,910	5
San Bernardino	Victorville Pump Plant	49325	1,735	2,929	4
San Diego	Alpine	40136	1,382	1,926	4
San Diego	Borrego Desert Park	40983	3,928	1,130	5
San Diego	Campo	41424	821	3,133	4
San Diego	Chula Vista	41758	862	1,321	4
San Diego	Cuyamaca	42239	457	4,988	3
San Diego	El Cajon	42706	1,371	1,560	4
San Diego	El Capitan Dam	42709	1,712	1,419	4
San Diego	Escondido No 2	42863	1,436	1,464	4
San Diego	Henshaw Dam	43914	786	3,651	4
San Diego	La Mesa	44735	1,261	1,313	4
San Diego	Oceanside Marina	46377	505	2,009	4
San Diego	Palomar Mountain Observatory	46657	963	4,060	3
San Diego	Ramona Fire Department	47228	1,036	2,192	4
San Diego	San Diego Lindburgh AP	47740	866	1,063	4
San Diego	San Diego Miramar NAS	893107	979	1,800	4
San Diego	San Diego N. Island NAS	893112	801	1,446	4
San Diego	San Pasqual Animal PK	47874	1,313	1,725	4
San Diego	Vista 2 NNE	49378	1,047	1,514	4
San Francisco	San Francisco Downtown	47772	164	2,589	4

## Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
San Francisco	San Francisco Oceanside	47767	17	3,653	4
San Joaquin	Lodi	45032	1,057	2,710	4
San Joaquin	Stockton AP	48558	1,456	2,563	4
San Joaquin	Stockton Fire Station	48560	1,203	2,686	4
San Joaquin	Tracy Carbona	48999	1,056	2,880	4
San Luis Obispo	Morro Bay Fire Dept.	45866	50	3,344	4
San Luis Obispo	Paso Robles	46730	785	2,932	4
San Luis Obispo	Paso Robles Mun PRB	46742	1,038	2,789	4
San Luis Obispo	Pismo Beach	46943	151	2,524	4
San Luis Obispo	San Luis Obispo	47851	476	2,129	4
San Mateo	Half Moon Bay	43714	11	3,737	4
San Mateo	Pacifica 4 SSE	46599	72	3,247	4
San Mateo	Redwood City	47339	422	2,764	4
San Mateo	San Francisco Intl AP	47769	142	2,862	4
San Mateo	San Gregorio 2 SE	47807	32	3,629	4
San Mateo	Woodside Fire Station	49792	569	2,769	4
Santa Barbara	Cachuma Lake	41253	970	1,994	4
Santa Barbara	Lompoc	45064	322	2,241	4
Santa Barbara	New Cuyama Fire Station	46154	996	3,321	4
Santa Barbara	Santa Barbara	47902	470	1,902	4
Santa Barbara	Santa Barbara Muni AP	47905	482	2,121	4
Santa Barbara	Santa Maria Public AP	47946	121	2,783	4
Santa Barbara	Twitchell Dam	49111	487	2,199	4
Santa Clara	Gilroy	43417	913	2,278	4
Santa Clara	Los Gatos	45123	613	2,641	4
Santa Clara	Mount Hamilton	45933	747	4,521	3
Santa Clara	Palo Alto	46646	452	2,584	4
Santa Clara	San Jose	47821	811	2,171	4
Santa Cruz	Ben Lomond No 4	40673	400	2,871	4
Santa Cruz	Santa Cruz	47916	162	2,836	4
Santa Cruz	Watsonville Waterworks WVI	49473	123	3,083	4
Shasta	Burney	41214	196	6,495	2
Shasta	Hat Creek	43824	314	5,685	2
Shasta	Manzanita Lake	45311	90	7,486	1
Shasta	Redding Municipal AP	47304	1,741	2,961	4
Shasta	Shasta Dam	48135	1,884	2,894	4
Shasta	Whiskeytown Reservoir	49621	1,628	3,240	4
Sierra	Downieville	42500	438	4,782	3
Sierra	Sierra City	48207	492	5,183	3
Sierra	Sierravilla R S	48218	119	6,884	2
Siskiyou	Callahan	41316	315	5,493	3
Siskiyou	Cecilville	41606	615	5,116	3
Siskiyou	Dunsmuir Treatment Plant	42574	503	4,711	3
Siskiyou	Happy Camp Ranger Station	43761	671	4,255	3
Siskiyou	Lava Beds National Monument	44838	387	6,395	2
Siskiyou	McCloud	45449	368	5,641	2
Siskiyou	Mount Shasta	45983	235	5,991	2
Siskiyou	Tulelake	49053	154	7,003	1
Siskiyou	Weed Fire Dept.	49499	271	6,023	2
Siskiyou	Yreka	49866	550	5,550	2
Solano	Fairfield	42934	975	2,649	4
Solano	Lake Solano	44712	1,420	2,716	4
Solano	Vacaville	49200	1,498	2,410	4

## Annual Heating and Cooling Degree Days

for Selected California Locations

County	Weather Station Location	Cooperative Station ID #	Cooling Degree Days (65° Base)	Heating Degree Days (65° Base)	DOE Climate Zone
Sonoma	Cloverdale	41838	1,127	2,639	4
Sonoma	Fort Ross	43191	6	4,234	3
Sonoma	Graton	43578	288	3,179	4
Sonoma	Healdsburg	43875	853	2,501	4
Sonoma	Petaluma Fire Station	46826	385	2,741	4
Sonoma	Santa Rosa	47965	526	2,694	4
Sonoma	Sonoma	48351	717	2,647	4
Sonoma	Warm Springs DA	49440	624	2,962	4
Stanislaus	Modesto City-County AP	45738	1,570	2,358	4
Stanislaus	Newman	46168	1,449	2,680	4
Stanislaus	Turlock #2	49073	1,506	2,519	4
Sutter *	Yuba City	n/a	1,762	2,437	4
Tehama	Mineral	45679	81	7,384	1
Tehama	Red Bluff WB AP	47292	1,926	2,647	4
Trinity	Big Bar 4 E	40738	939	3,831	4
Trinity	Trinity River Hatchery	49026	641	4,527	3
Trinity	Weaverville	49490	664	4,721	3
Tulare	Ash Mountain	40343	1,976	2,741	4
Tulare	Grant Grove	43551	155	6,844	2
Tulare	Lemon Cove	44890	1,939	2,336	4
Tulare	Lindsay	44957	1,707	2,505	4
Tulare	Lodgepole	45026	31	8,399	1
Tulare	Porterville	47077	2,246	2,053	5
Tulare	Three Rivers Edison PH1	48917	1,983	2,615	4
Tulare	Visalia	49367	1,685	2,588	4
Tuolumne	Cherry Valley Dam	41697	656	4,942	3
Tuolumne	Hetch Hetchy	43939	619	4,740	3
Tuolumne	Sonora R S	48353	1,030	3,618	4
Ventura	Ojai	46399	989	2,092	4
Ventura	Oxnard (Camaril	46569	404	1,935	4
Ventura	Santa Paula	47957	602	1,904	4
Yolo	Brooks Farnham Ranch	41112	1,393	2,815	4
Yolo	Davis 2 WSW Exp Farm	42294	1,127	2,853	4
Yolo	Winters	49742	1,640	2,527	4
Yolo	Woodland 1 WNW	49781	1,417	2,683	4
Yuba	Dobbins 1 S	42456	969	3,418	4
Yuba	Marysville	45385	1,687	2,488	4
Yuba	Strawberry Valley	48606	312	5,298	3

Reference: National Oceanic & Atmospheric Administration (NOAA), Annual Degree Days to Selected Bases, 1971-2000, released 6/20/02.

If a city or a nearby location where the services are being provided is not listed herein, Subgrantees should contact the local building department to determine the annual heating and cooling degree days. If this information is not available locally, Subgrantees shall exercise their best judgment based on information from similar climate areas.

\* There was no weather station available for Sutter County from the NOAA listing used. HDD and CDD were calculated by using an average between Red Bluff (47292) and Sacramento 5 ES (47633).

## **Energy Conservation Priority List**

The energy audit will be used to ascertain those energy conservation measures that are most energy efficient for the dwelling. Prior to using the energy audit, the Subgrantees shall perform the activities of outreach, intake, dwelling assessment, health and safety, minor envelope repairs, and infiltration reduction based on blower-door technology in dwellings. Based on the data provided by the six NEAT pilot Subgrantees during Program Year 1998 and as approved by DOE, the following energy conservation measures shall be installed where feasible in site-built single family dwellings, and small multi-family dwellings (less than five [5] units):

Climate Zone 4 (less than 2,000 CDD and less than 4,000 HDD)

- Setback/smart thermostats
- Attic insulation
- Floor insulation
- Lighting retrofits (to compact florescent lights)

Climate Zone 5 (2,000 CDD or more and less than 4,000 HDD)

- Setback/smart thermostats
- Attic insulation
- Evaporative cooler
- Storm windows for slab-on-grade site-built single family dwellings and small multi-family dwellings only

All other units that do not meet the criteria for using the priority list will require an energy audit.

## **General Heat Waste Measures**

In addition to the above energy conservation measures priority lists, Subgrantees shall install the following general heat waste measures in all types of dwellings if feasible, including multi-unit dwellings and manufactured homes:

- Evaporative cooler covers and air conditioner vent covers
- Water heater blankets
- Insulation of up to the first five feet of water pipes
- Water flow restrictors

To install other energy conservation measures in site-built dwellings or in multi-unit dwellings (five or more units), the Subgrantee must use the NEAT or MHEA energy audit and install only those feasible energy conservation measures at or above a savings-to-investment ratio of one.

## **Notices of Public Hearing**

Public notices were published in the following newspapers:

La Opinion  
Los Angeles CA

Published on January 14, 2004

Record Searchlight  
Redding CA

Published on January 14, 2004

Sacramento Bee  
Sacramento CA

Published on January 14, 2004

<b>Contractor</b>					<b>Contract Number</b>	
<b>A. Funding Source</b>	<b>B. Total Funding</b>	<b>C. Prorated Allowable Costs</b>	<b>D. Maximum Allowable Administration</b>	<b>E. Overage (Shortage)</b>	<b>F. Additional Admin. Requested</b>	<b>G. Percent Increase (Maximum 5%)</b>
<b>DOE</b>						
<b>CSBG</b>						
<b>LIHEAP</b>						
<b>HCD</b>						
<b>UTILITY</b>						
<b>UTILITY</b>						
<b>UTILITY</b>						
<b>OTHER</b>						
<b>OTHER</b>						
<b>OTHER</b>						
<b>AGENCY TOTALS</b>						
<b>Authorized Name/Title (Please Print)</b>		<b>Telephone Number (     )</b>		<b>Request Approved:</b>		<b>Request Denied: Why?</b>
				\$		
<b>Authorized Signature</b>		<b>Date</b>		<b>CSD Signature</b>		<b>Date</b>
➤				➤		



**INSTRUCTIONS****CSD APPLICATION FOR ADDITIONAL ADMINISTRATIVE FUNDS  
CSD 574 (Rev. 3/98)**

- Column A. Agency's funding sources.
- Column B. Enter all of the agency's total funding.
- Column C. Enter the prorated administrative costs for all of the agency's funding sources.
- Column D. Enter the allowed administrative costs for each of the agency's programs.
- Column E. If the prorated administrative cost is larger than administrative cost, subtract Column D from Column C. If the total administrative cost is larger than the prorated administrative cost, then subtract Column C from Column D, the result is your (OVERAGE) or (SHORTAGE).
- Column F. Enter the total amount of the additional administrative costs required.  
**Note:** The amount of Additional Administrative Requested cannot exceed 10% of the total contract budget.
- Column G. Enter the amount of the percent increase.

**EXAMPLE:**

<b>A. Funding Source</b>	<b>B. Total Funding</b>	<b>C. Prorated Admin. Costs</b>	<b>D. Max. Allowable Admin.</b>	<b>E. Overage (Shortage)</b>	<b>F. Add. Admin. Requested</b>	<b>G. % Increase (Max. 5%)</b>
DOE	\$50,000	\$7,000	\$2,500	{ \$4,500 }	\$2,500	5%
OTHER	\$450,000	\$63,000				
AGENCY TOTALS	\$500,000	\$70,000				

Column B: Agency's total funding of \$500,000 ÷ by DOE funding of \$50,000  
DOE funding comprises 10% of the agency's total funding.

Column C: To find prorated administration costs, multiply the percentage of  
DOE funds by agency's total Prorated Administrative Costs.  
 $\$70,000 \times 10\% = \$7,000$ .

Column D: To find maximum allowed administration cost, multiply agency's  
DOE funding by 5%.  $\$50,000 \times 5\% = \$2,500$ .

Column E: Shortage \$4,500. (Column C – Column D.)

Column F: Allowed additional administration costs.  $\$50,000 \times 10\% = \$5,000$ .  
**Note:** The percent increase cannot exceed a total of 10%.  
 $(5\% + 5\% = 10\%)$

Column G: 5% increase.

**REQUEST FOR ADDITIONAL DOE ADMINISTRATIVE FUNDS WORKSHEET**

CSD 575 (Rev. 12/01)

Requesting Agency \_\_\_\_\_ Date \_\_\_\_\_

1. Has the contractor completed the application for additional administrative funds? ☐ Yes ☐ No

2. Has the DOE data shown on the request form been verified, i.e., amounts, signature, etc.? ☐ Yes ☐ No

3. What conclusion(s) can be drawn from the data and information received by the Field Representative?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What is the recommendation of the Field Representative?

☐

Approve

☐

Disapprove

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Program Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## EVALUATION CRITERIA

The following factors should be considered in rendering a recommendation:

1. Determine if the agency that is funded with DOE funds shows a need for additional DOE administrative funding. This may be indicated by evidence of insufficient funds to provide for an adequate staff of accountants or other personnel.
2. Review CSD energy and utility programs to determine how administrative funds are being prorated.
3. Review all CSD programs and determine how CSBG funds are being used for DOE administration and other programs.
4. Large agencies with multiple funding sources and large budgets should be scrutinized to determine how their prorated administrative costs are computed and toward what funding sources.